GSD PURCHASING WAREHOUSE

REQUEST TO STOCK NEW WAREHOUSE ITEM

Granite SCHOOL DISTRICT

INSTRUCTIONS AND INFORMATION

One of the primary goals of the GSD Purchasing Department is to provide legal, efficient, and cost effective methods of procurement for the schools and departments. The GSD Warehouse distributes materials to the schools and departments that are common to district-wide use. Consolidated buying power, effective distribution, accurate accounting, and storage of materials crucial to the operation of the Granite School District are the principles that guide the GSD Purchasing Warehouse operation.

There is an ongoing need to update and evaluate the items available at the warehouse. Because of limited space and resources, it is necessary to establish procedures and criteria for selecting warehouse items. Please complete this form. It is important to provide all of the information requested. When the form is received at the Warehouse or Purchasing Department, a committee will evaluate the request and if the item meets the stocking criteria, a new warehouse item will be established.

In the event the item is not stocked in the warehouse, the Purchasing Department will review the request and provide suggestions for the most effective way to purchase this item.

SCHOOL or DEPARTMENT:_____ DATE:_____

REQUESTED BY_____ SIGNATURE_____

ITEM INFORMATION:

DESCRIPTION:_____

(EXAMPLE: PRINTED FORM OR 6" PHILLIPS SCREW DRIVER)

ADDITIONAL INFORMATION: _____

_____
(EXAMPLE: COLOR, SIZE, SEASONAL USE, SPECIAL HANDLING REQUIREMNTS)

ESTIMATED QUANTITY TO BE USED IN A YEAR_____ ESTIMATED PRICE PER UNIT_____

SUGGESTED BRAND NAME: _____
(EXAMPLE: 3M OR PORTER CABLE)

GENERIC BRAND IS ACCEPTABLE   YES ☐   NO ☐

REASON TO BE STOCKED IN WAREHOUSE:

_____
_____
_____
_____
(PLEASE EXPLAIN WHO IS EXPECTED TO USE THIS ITEM, HOW LONG, IS IT CURICAL TO DISTRICT OPERATIONS, TO BE PURCHASED FROM SPECIAL FUNDS, ANY INFORMATION THAT WILL JUSTIFY WHY THIS ITEM SHOULD BE STOCKED.)

DATE OF EVALUATION:_____ ACCEPTED ☐

☐ BUYER WILL ADVISE REQUESTING PARTY AS TO THE BEST ALTERNATIVE TO STOCKING IN WAREHOUSE.

BUYER'S SIGNATURE _____