

	Superintendent's Circular	NUMBER: FMT-09 Version 01
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MATERIAL DISTRIBUTION PROCEDURES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

INDIVIDUAL OR SPECIAL PURCHASE ORDERS FOR DELIVERY TO THE MATERIAL DISTRIBUTION CENTER

Individual or special orders are delivered to users as requested by department heads. Copies of the purchase order must be forwarded to the Distribution Center *before* the material arrives or it may be refused; if accepted, it may be confused with other individual orders and sent to the wrong department. Freight carriers are required to schedule their deliveries with the Distribution Center. Failure to notify the Distribution Center before making a delivery may result in your order being refused, especially during the period between August 1 and November 15 when storage space is at a minimum. All orders shipped to the Distribution Center should have an "Attention To:" block which indicates a person or department to which the material is being shipped; *this is very important*. You can stipulate an "Attention To:" address on your original requisition entered on PeopleSoft.

CUSTODIAL ORDERS

Custodial requisitions are submitted on two forms developed by Distribution and the Facilities Management Department. The first form is an annual order form which lists all custodial items

authorized for delivery to schools. This form is delivered to each school on an annual basis in June/July. The second form is a bi-monthly (every 2 months) "short" form which is delivered to schools each bi-monthly except those months when the large annual form is used. Custodians are required to complete these forms and return them to the Distribution Center. All forms should be emailed to warehouse@bostonpublicschools.org or faxed to the Distribution Center at 617-635-8581. All orders which are not a part of regular bi-monthly cycles must be submitted and approved by Facilities Department custodial area managers.

REQUIRED DATA

Department head signatures, shipping location, and "Attention To" are required on *all* requests; if any of these items are missing, your requests could be delayed or may ship to the wrong department.

Please call the Distribution Center at 617-635-8745 if you have special requirements or problems, or fax us at 617-635-8581, or email warehouse@bostonpublicschools.org.

For more information about this circular, contact:

Owner:	Executive Director of Facilities
Department:	Facilities Management
Mailing Address:	1216 Dorchester Avenue, Dorchester, MA 02125
Phone:	617-635-9170
Fax:	617-635-9252
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent