



Superintendent's Circular

School Year 2011-2012

NUMBER:
FMT-9

DATE:
September 1, 2011

MATERIAL DISTRIBUTION PROCEDURES

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. No notice of delivery at the Distribution Center 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 a quarterly order form which lists all custodial items authorized for delivery to schools. This form is delivered to each school on a quarterly basis beginning in September. The second form is a monthly "short" form which is delivered to schools each month except those months when the large quarterly form is used. Custodians are required to complete these forms and return them to the Distribution Center. All forms should be faxed to the Distribution Center at 617-635-8581. All orders which are not a part of regular monthly cycles must be submitted and approved by Custodial Area Managers of the Facilities department.

STOREROOM REQUISITIONS

Storeroom requisition forms are used to request materials stored in the Distribution Center which are not part of the regular custodial order process, or to order items on an emergency basis between normal delivery schedules. No items are delivered on the basis of phone calls. Storeroom requisitions may be obtained either from the Business Office or Material Distribution Center.

REQUIRED DATA

Item numbers, RC numbers and Department Head signatures 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 you can fax us at 617-635-8581.

Summary of significant dates and deadlines:

Date	Activity
September	Quarterly Custodial Orders due
December	Quarterly Custodial Orders due
March	Quarterly Custodial Orders due
June	Quarterly Custodial Orders due

For more information about this circular, contact:

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Carol R. Johnson, Superintendent