

WALK IN EMERGENCY ORDERS

This process is designed to ensure funds and inventory, along with Warehouse labor are available, so please limit items to 6 or less. All orders must be entered into the Business Plus; approved through the system; and processed by the Inventory Technician prior to coming to the Warehouse to pick up the items.

Please use the following steps for all Will Call orders:

- **Input a new order for the items desired following the Order Entry procedures in the Stores Inventory section of your Business Plus manual.**
- **Have the appropriate personnel approve the order, such as the school principal or your district department head.**
- **Contact the Inventory Control Technician, 348-0269, or Warehouse at 348-0295 to give the Business Plus order number to be processed and mention the approximate time you would like to pick up the items at the Warehouse. We will verify that the desired supplies are in stock and make every effort to accommodate your request so that your order will be ready for pick- up when you arrive.**