

WALK IN EMERGENCY ORDERS

. This process is designed to ensure funds and inventory availability as well as Warehouse manpower considerations, 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 Program 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, i.e. the school principal or your district department head etc....

. Contact the SI Program Technician 348-0296 or the Warehouse Supervisor 348-0295. Give the Business Plus order number to be processed and the approximate time you that 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 desired time frame so that your order will be ready for pick- up when you arrive.