



**Washoe County  
School District**

## WAREHOUSE ITEM AVAILABILITY

Don't get left out...

Before placing your Warehouse order

*Check to see if a new product has been added or if stock is still available. Run the [DW4001 Inventory Information Report](#) from your BusinessPLUS dashboard.*

*PPE products are constantly changing, so if you are unsure about availability, please contact the Warehouse at 775-348-0295.*

DW4001: Inventory Information

Selection Criteria Report Prompts

Would you like short format? (Y/N):	<input type="text" value="Y"/>
Would You Like Items at or Below Order Point? (Y/N):	<input type="text" value="N"/>
Enter the value for 'Product ID':	<input type="text" value="*"/>
Enter the value for 'Warehouse ID':	<input type="text" value="*"/>
Enter the value for 'Product Description':	<input type="text" value="*"/>

**Enter the Warehouse ID here, then click Submit:**

- \*PPE - check for updated Product ID numbers
- \*ANNX - for Annex Supply Plant Facilities
- \*CUST - for Custodial Warehouse
- \*SURP - for Surplus property
- WHS1 - for Supplies Warehouse

For assistance running the DW4001 report, contact Kelly Case, Business Process Trainer, at 775-789-3438 or [klcase@washoeschools.net](mailto:klcase@washoeschools.net)