

Warehouse and Mail Operations Procedure Manual



***Leon County School Board
Warehouse and Mail Operations
3360 W. Tharpe St.
Tallahassee, Florida 32303***

(850) 922-0657

<https://www.leonschools.net/Domain/8567>

Rev. 2-2021

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WAREHOUSE & MAIL OPERATION CONTACTS

	Contact	Responsibilities
Ernest J. Lane Project Manager	lanee@leonschools.net 850-717-2201 850-597-4880	Unit Administrator <ul style="list-style-type: none"> ➤ All Warehouse and Mail Operations ➤ Mail Operations (USPS and District-wide Inter Office) ➤ Skyward Warehouse Inventory Management ➤ Unit Performance Reports (Mail & Disbursements) ➤ Special Projects
Amy W. Wallace Accountant	baileya@leonschools.net 850-488-7462 850-782-1470	Office Administration <ul style="list-style-type: none"> ➤ Departmental Procurement Agent ➤ Finance Department Liaison ➤ Skyward Warehouse Inventory Management ➤ Skyward Fixed Asset Management
Roderick Murphy Production Control Specialist	murphyr@leonschools.net 850-922-0657 850-518-9660	Warehouse & Mail Operations <ul style="list-style-type: none"> ➤ Warehouse and Mail Operations – Primary Contact ➤ Skyward Warehouse Inventory Management ➤ Vehicle/Equip Maintenance ➤ General Warehouse Operations/Requisitions
Larry Thomas Courier	thomasl@leonschools.net 850-922-0657 850-782-1469	Warehouse & Mail Operations <ul style="list-style-type: none"> ➤ Distribute District & US Mail ➤ General Warehouse Operations/Requisitions ➤ Delivery of Supplies ➤ Vehicle/Equipment Maintenance
Mazi Dugan Courier	duganm@leonschools.net 850-922-0657 850-480-9718	Warehouse & Mail Operations <ul style="list-style-type: none"> ➤ Distribute District & US Mail ➤ General Warehouse Operations/Requisitions ➤ Delivery of Supplies ➤ Vehicle/Equipment Maintenance
Frederick Maxie Courier	maxief@leonschools.net 850-922-0657 850-294-0727	Warehouse & Mail Operations <ul style="list-style-type: none"> ➤ Distribute District & US Mail ➤ General Warehouse Operations/Requisitions ➤ Delivery of Supplies ➤ Vehicle/Equipment Maintenance

8360 - MAIL GUIDELINES

I. SCOPE

- A. The District's internal mail and U.S. Mail are processed through the Warehouse located at 3360 West Tharpe Street, Tallahassee, Florida 32303. Both incoming and outgoing U.S. Mail is processed at this site.
- B. There are four (4) types of mail that are encompassed by this procedure:
 - (1) First Class, (2) Standard (Bulk), (3) Special (Registered, Insured, Certified, Priority, and Express Mail), and (4) Internal District Mail.
- 1. The first two (2) types of mail (First Class and Standard) will be processed and then forwarded to the Florida State University Postal Operations.
- 2. Certified mail is processed through the Purchasing Department; Priority and Express Mail must be taken directly to the U.S. Post Office.
- 3. The last type of mail (Internal District Mail) is processed through the Warehouse and will not come into contact with the U.S. Postal Service.

II. DEFINITIONS

- A. First Class Mail — A class of mail that includes all matters wholly or partly in writing, all actual or personal correspondence, all bills and statements of account, and all matters sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail.
- B. Standard Mail — ("Bulk Mail") – is identical in every way and commonly referred to as "bulk mail". The minimum mailing quantity is 200 pieces.
- C. Special Mail — Includes Express, Priority, Certified, and Insured Mail.
- D. Express Mail — A mail class that provides expedited delivery service. It is the fastest mail service provided by the USPS.

- E. Priority Mail — A mail class that provides expedited delivery service. It is faster than normal First Class delivery standards.
- F. Certified Mail — A service that provides the sender with a mailing receipt. A delivery record is maintained by the USPS. Certified mail may be combined with return receipt service and restricted delivery service and must be sent either first class, Priority, or Express Mail.
- G. Insured Mail — A service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the services and payment for the applicable fee. Insurance is available for merchandise sent as First-Class Mail, Priority Mail, Standard Mail, and Package Services.
- H. Internal Mail — Mail that is for the express use of the District and is sent from one office or employee to another.
- I. Address — A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations.
- J. Automation Compatible Mail — Mail that can be scanned and processed by automated mail-processing equipment such as a barcode sorter.
- K. Barcode Address — The lines sprayed onto the bottom right area of an envelope that denotes the U. S. Postal zip code to which the mail is being sent.
- L. Courier Service — Those companies that provide overnight and package delivery services. They include but are not limited to Federal Express (FedEx), Airborne Express, and UPS. (United Parcel Service)
- M. FSU Postal Operations — Outside vendor contracted to process outgoing mail from the District's Mail Center.
- N. District Mail Center — The Warehouse located at 3360 West Tharpe Street.
- O. Mail Administrator — The Warehouse Manager or designee. This person is responsible for the administration of the District mail operations.

III. **FIRST-CLASS MAIL**

A. Incoming and Outgoing Mail

1. Incoming
 - a. Incoming first-class mail will be delivered by the U.S. Postal Service to the Administrative Complex and school sites on a daily basis.
 - b. Staff will process and sort mail for both the Administrative East and West Buildings and place it in the appropriate departmental mailboxes. Individual school sites and operational departments will process the incoming mail at their respective sites.
2. Outgoing
 - a. Outgoing first-class mail at each school site and operational department should be bundled separately with an attached Mail Preparation Form and placed in the District mailbag.
 - b. Outgoing mail at the District Administrative Complex should be bundled separately with a Mail Preparation Form attached and placed in the appropriate mail container in the Administration East building.
 - c. All Mail Preparation forms must denote the Cost Center, Accounting Strip, type of mail, number of pieces, and special instructions, if any.
3. All mail must have a correct delivery address and a return address. Providing the following address information in the sequence and position indicated will ensure the best possible service:
 - a. Type or print clearly with a pen or permanent marker so the address is legible from an arm's length away.
 - b. Eliminate all punctuation; do not use commas or periods.

- c. Use two (2) letter state abbreviations and common abbreviations; a list of commonly used state, street, and other abbreviations is available online at USPS.com.
- d. Use Zip + 4 Codes.
- e. Place delivery information on the line immediately above the city, state, and zip code line; i.e., 123 W Main Street Suite 400 or PO Box 125, BUT NOT BOTH.
- f. Place the POSTNET barcode (11-digit preferred) below the city, state, and ZIP Code line.
- g. Do not pad ZIP Codes or POSTNET barcodes with zeros or nines (e.g., 76011-0000).

B. Delivery and Return Addresses

1. Post Office, State, and ZIP+4 Line
 - a. For domestic mail, the Post Office (city), State, and ZIP Code or ZIP+4 must appear in that order on the bottom line of the address.
 - b. If all three elements cannot fit onto one line, you must place the ZIP Code or ZIP+4 on the line immediately below the post office and state, aligned with the left edge of the address block.
2. Delivery Address Line
 - a. The line immediately above the bottom line is the delivery address line. The street address, post office box number, rural route number and box number, or highway contract route number and box number must appear on this line.
 - b. For mail addressed to the occupants of a multi-unit building, the apartment, suite, or room number (or other unit designation) should be

included at the end of the delivery address line.

3. Recipient Line

- a. The name of the intended recipient (business or individual) should appear on the line above the delivery address line. If the address contains both the name of a business and the name of an individual or department within that business, place the name of the business in the recipient line.
- b. The recipient line may be the third, fourth, or fifth line from the bottom, depending on overflow from the delivery address line because of dual addressing or other extra wording.

4. Information/Attention Line_- Place the attention line above the company name. Use this line to direct mail to a specific person (or department) or to provide other information that facilitates delivery within a company.

5. Placement - Placement of the address on the face of an envelope should conform to the United States Postal Service (USPS) reference.

6. Labels - Labels for use on parcels, packages, or large envelopes must be addressed according to the aforementioned format. The address must be complete.

7. Non-Mailables_- Several items are listed by the U.S. Postal Service as non-mailable in envelopes including paper clips, staples, glass, or sand.

8. Window Envelope Enclosures_- Enclosures that are designed so that the address appears in a window enclosure must not be stapled to prevent slippage of the address from window view. If the addressed enclosure does not properly fit the window, use an envelope without a window. Please do not staple mail into envelopes.

C. Readability

1. An **automation readable mail-piece** is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 POSTNET barcode and is readable on an OCR and/or a barcode sorter (BCS). The POSTNET barcode, whether pre-applied or printed via an OCR (Optical Character Recognition),

should reflect the ZIP+4 code that permits the finest level of sort for each mail-piece.

2. The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, please review Publication 25, Designing Business Letter Mail, or Publication 28, Postal Addressing Standards, attached below. The Postal Service's website (www.usps.gov) also provides access to additional publications.
3. Addresses should be typewritten or machine printed in dark ink on a light background. Except for the hyphen in the primary or secondary street number (if needed) or the ZIP+4 code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line.
4. Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.
5. The entire address should be contained in an imaginary rectangle known as the OCR read area that extends from 5/8" to 2 3/4" from the bottom of the mail-piece, with 1/2" margins on each side.
6. The barcode clear area, 5/8" from the bottom, and 4 3/4" from the right edge of the mail-piece (see illustration above), is the area where a POSTNET barcode is pre-applied or printed by an OCR.
7. Extraneous (non-address) printing that appears in the OCR read area should be positioned above the delivery address line and as far away from the address block as possible.

IV. **STANDARD (BULK) MAIL (Guidelines for Preparing Bulk Mail)**

- A. Time-sensitive materials should not be sent as Standard Mail. Allow from one (1) to two (2) weeks for delivery.
- B. **Express** – Express mail is mail that needs to be delivered overnight. This mail should be taken directly to the U.S. Post Office.

- C. **Insured, Certified, and Registered** — Mail with the added options of insurance, certified, return receipt, or registered should be brought to the District Purchasing Department where postage will be applied.

V. **PERSONAL MAIL**

- A. Personal mail is to be picked up only by the U.S. Postal Service if they are willing to do so at schools and other sites.
- B. The Warehouse and FSU Postal Operations staff will not be authorized to pick up personal mail for delivery to the U.S. Post Office.
- C. Employees are not to use District mailing addresses for the receipt of personal mail including packages, catalogs, letters, etc. Catalogs will be disposed of in the proper trash receptacles and packages and letters will be returned to the sender.

Skyward Warehouse Requisition Entry

The Skyward Login ID is the same as your LCS Network ID
Last Name and First Initial
e.g. Doe, John (doej).

Your Skyward Password is the same as your LCS Network Password.

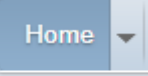
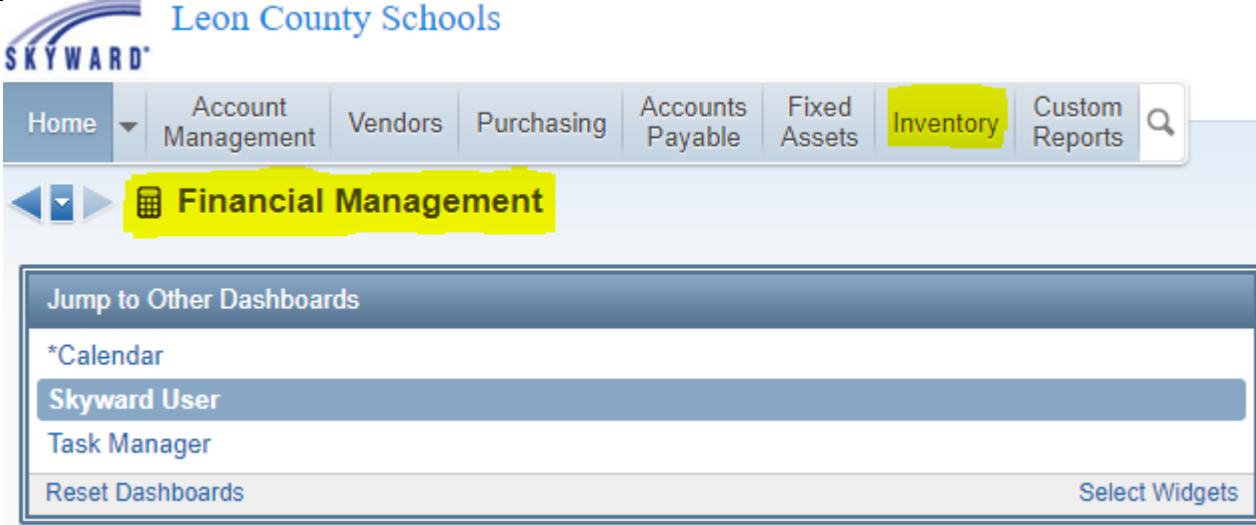
If you require assistance logging in please contact the TIS Help Desk, 850-487-7524.



The screenshot displays the Skyward login page. At the top, there is a blue logo consisting of three curved lines above the word "SKYWARD" in a bold, blue, sans-serif font. Below the logo, the text "Leon County Schools" and "Live Database" is centered in a blue, sans-serif font. The login form is a light gray rectangle containing two input fields: "Login ID:" with a light green border and the text "doej" inside, and "Password:" with a light purple border and a series of dots representing a masked password. A "Sign In" button is located below the password field. In the bottom right corner of the form area, the version number "05.20.06.00.09" is displayed.

The Main Skyward Screen will open, displaying modules that you have access to.

Creating a Warehouse Requisition

Step 1: Navigate to the Financial Management System	
From the Main Screen	
3.1.1	Click ON JUMP TO OTHER SYSTEMS: Financial Management or
3.1.2	Click the  Button and select Financial Management from the selection of systems
 <p>The screenshot shows the Skyward system interface for Leon County Schools. At the top, there is a navigation bar with several menu items: Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, and Custom Reports. The 'Home' button is highlighted with a yellow background. Below the navigation bar, there is a section titled 'Financial Management' which is also highlighted with a yellow background. This section contains a list of options: 'Jump to Other Dashboards', '*Calendar', 'Skyward User', 'Task Manager', and 'Reset Dashboards'. The 'Skyward User' option is highlighted with a blue background. A 'Select Widgets' button is located at the bottom right of the 'Financial Management' section.</p>	

Step 2: Navigate to Inventory Main Screen

From the Financial Management System Main Screen

2.1 Select **Inventory** from the Financial Main Menu,

2.2 Select *INVENTORY*: Requisitions

Web Financial Management - WF - T0636 - 05.20.06.00.09 - Google Chrome
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/sfmhom01.w

SKYWARD Leon County Schools

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets **Inventory** Custom Reports

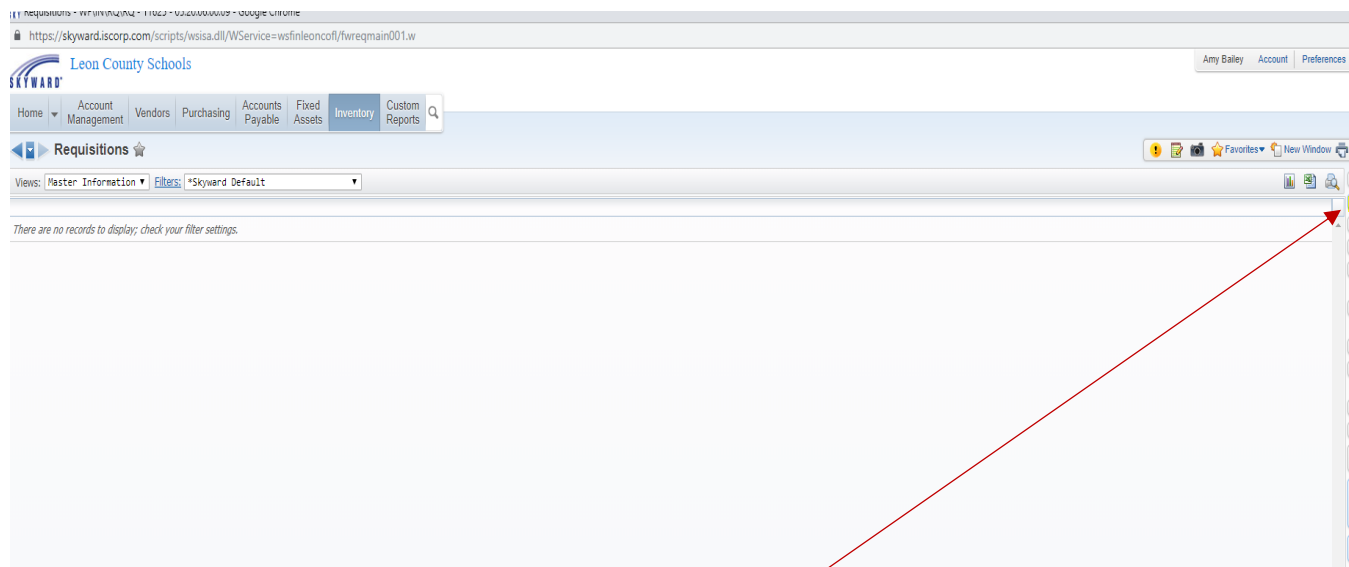
Inventory Setup

- Requisitions
- Return Items Received
- Warehouse Return Items
- Reports

Step 3: Add a New Warehouse Request

From the Inventory Requisitions Main Screen:

3.1 Click the **Add** button to add create an order for the Warehouse.



Click the Add button to enter an order for the Warehouse

The Inventory Requisition Master Information screen opens.

Step 4: Inventory Master Information

The Inventory Requisition Master Information screen is used to enter the Delivery Instructions and location for the inventory requisition.

Inventory Requisition Master Information - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmntn001.w?isPopup=true

Inventory Requisition Master Information

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Inventory Requisition Setup Information

Requisition Group: 242 - *WAREHOUSE

Fiscal Year: 2020 - 2021 July 1, 2020 - June 30, 2021

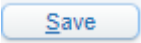
Requisition Information

Delivery Instructions: ENTER SPECIFIC INSTRUCTIONS HERE TO TRACK INTERNAL DISTRIBUTION ONCE DELIVERED TO YOUR COST CENTER.

Requestor: BAILEAMY000 BAILEY AMY

Building: 9832 WAREHOUSE

Asterisk (*) denotes a required field

4.1	Select your Cost Center. The dropdown list contains a list of all Cost Centers that you have rights to create Requisitions for. It is important that you choose the right requisition group.
4.2	Provide Delivery Instructions You can create individual requisitions for each order at your location or bulk add everything to one order and distribute locally after delivery. If you create individual requisitions the Warehouse staff will deliver each requisition as a separate bundle.
4.3	Select the building that you would like the items delivered to. All Cost Centers are displayed so choose your location carefully. All supplies will be delivered to the front desk.
4.4	Click the  button
4.5	The Requisition Detail Line Items Screen opens

Step 5: Requisition Detail Lines

The Detail Lines lists all items in the Materials Warehouse available for purchase.

Requisition Detail Line Items - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome
 https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinleoncofl/fwreqlnitm01.w?isPopup=true

Requisition Detail Line Items

Available Items

Select Items By Item Code: Display Items from Warehouse: MAIN WAREHOUSE

Views: General Filters: *Skyward Default

Item Code	Item Description	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd	Qty Sel
▶ 004190	PAPER, NEWSPRINT PLAIN	SCHSUP	REAM	204	2.04080	0	0	<input type="checkbox"/>
▶ 004480	PAPER, COPY WHITE 8.5X11	SCHSUP	CASE	644	24.86909	0	0	<input type="checkbox"/>
▶ 004911	PENS, ROLLER BALL, BLACK	SCHSUP	DOZ	183	3.24094	0	0	<input checked="" type="checkbox"/>
▶ 004950	PENS, BALL PT RED INK	SCHSUP	DOZ	7	0.78159	0	0	<input type="checkbox"/>
▶ 004960	PENS, BALL PT BLACK INK	SCHSUP	DOZ	109	0.73462	0	0	<input type="checkbox"/>
▶ 004970	PENS, BALL PT BLUE INK	SCHSUP	DOZ	90	0.77565	0	0	<input type="checkbox"/>
▶ 004980	PENS, BALL PT GREEN INK	SCHSUP	DOZ	184	1.11805	0	0	<input type="checkbox"/>
▶ 005320	STAMP PADS, BLACK FOAM	SCHSUP	EACH	47	0.34677	0	0	<input type="checkbox"/>
▶ 005330	STAMP PADS, RED FOAM RUBB	SCHSUP	EACH	79	0.41835	0	0	<input type="checkbox"/>
▶ 005340	STAPLES, STANDARD-35 FLAT	SCHSUP	EACH	232	0.38067	0	0	<input type="checkbox"/>

100 98 records displayed Item Code: ABC

Selected Items

Code	Item Description	Class	U Of M	Order Qty	Unit Value	Extended Cost
004911	PENS, ROLLER BALL, BLACK	SCHSUP	DOZ	5	3.24094	16.20

- 5.1 Select the item you would like to order from the Warehouse by clicking the select box.
- 5.2 Enter the order quantity in the selected items area and repeat until all items have been selected. If the requested quantity exceeds the quantity on hand the row will display a red asterisk next to it. This does not prevent you from ordering the item. Items can be found by description or item code.
- 5.3 Click the Save Item Selection Info button
- 5.4 The Inventory Requisition Detail Line Items Accounting Screen opens

Step 6: Inventory Requisition Detail Line Items Accounting

Inventory Requisition Detail Lines/Accounting - WF\N\N\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome
 https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmntn002.w

Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting
 Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000018216** Edit Master

Group: **(242) *WAREHOUSE** Notes

Fiscal Year: **2020 - 2021** Attachments

Requestor: **AMY BAILEY**

Building: **WAREHOUSE**

Delivery: **ENTER SPECIFIC INSTRUCTIONS HERE TO TRACK INTERNAL DISTRIBUTION ONCE DELIVERED TO YOUR COST**

Instructions: **CENTER.**

Inventory Requisition Detail Lines

Views: General Filters: *Skyward Default

Item Code	Description	Requested	Delivered	Backordered	Canceled	
004911	PENS, ROLLER BALL, BLACK	5	0	0	0	\$

Item Code: ABC

6.1

Click the  button to add accounting information for the purchase.

6.2

The Account Distribution screen opens

Step 7: Account Distribution

The Account Distribution screen is used to enter accounting information for the purchase.

Account Distribution - WF\INRQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcofl/facctmdist001.w?isPopup=true

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Func	Obj	Fac	Proj	Subpr	Prog	Funds Available	Selected
1100	E	8100	3520	9832	36104	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	3600	9832	33004	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	3600	9832	33019	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	3900	9832	00000	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	3900	9832	33004	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	5100	9832	00000	00000	00000	\$0.00	<input checked="" type="checkbox"/>
1100	E	8100	5150	9832	33004	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	5150	9832	33004	I0000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	5150	9832	33005	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	5150	9832	33019	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	5400	9832	33005	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	5600	9832	00000	00000	00000	\$0.00	<input type="checkbox"/>
1100	E	8100	6410	9832	00000	00000	00000	\$0.00	<input type="checkbox"/>
3400	E	7400	6800	9832	33001	M0000	00000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description

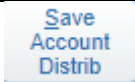
Code	Description
1100	GENERAL
8100	MAINTENANCE OF PLANT
5100	SUPPLIES
9832	WAREHOUSE
00000	BASE BUDGET
00000	PRIMARY
00000	BUDGET INPUT

2020-2021 Available Funds By Individual Account

Total Amount to Distribute: **\$16.20 100.00%**
 Total Distributed: **16.20 100.00%**
 Amount Remaining: **0.00 0.00%**

Account Number	Amount	Percent
* 1100E8100 5100 9832 00000 00000 00000	16.20	100.00

Remove
Remove All

- | | |
|-----|---|
| 7.1 | Select an account that contains sufficient funding to cover the purchase. |
| 7.2 | Select the  button |
| 7.3 | The Requisition Detail Lines/Accounting Screen opens |

Step 8: Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome
 https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmntn003.w

Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000018216**
 Group: **(242) *WAREHOUSE**
 Fiscal Year: **2020 - 2021**
 Requestor: **AMY BAILEY**
 Building: **WAREHOUSE**
 Delivery Instructions: **ENTER SPECIFIC INSTRUCTIONS HERE TO TRACK INTERNAL DISTRIBUTION ONCE DELIVERED TO YOUR COST CENTER.**

Requisition Accounts

Views: **General** Filters: ***Skyward Default**

Account Number	Amount	Percentage	Over Budget
1100E8100 5100 9832 00000 00000 00000	16.20	100.00	

20 1 records displayed

8.1 Click the [Submit For Approval](#) button. You are then returned to the Main Requisition Screen.

Requisitions - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome
 https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmain001.w

Leon County Schools

Home | Account Management | Vendors | Purchasing | Accounts Payable | Fixed Assets | Inventory | Custom Reports

Requisitions

Views: **Master Information** Filters: ***Skyward Default**

Requisition Number	Original Requisition Number	Today's Date	Entered By	Req. Group	Date Entered	Fiscal Year	Delivery Instructions	# L	# A	# AC	# AM	# A	Req. Group Description
242210002	242210002	05/20/2020	BAILEY,AMY	242	18/12/2020	2020-2021	Office	1	1	0	0	0	242 *WAREHOUSE

The order is transmitted automatically to the Warehouse with a status of approved.

WAREHOUSE INVENTORY WRITE-OFF PROCEDURE

The purpose of this procedure is to ensure optimum inventory management through control of stock items to be written off and corresponding inventory adjustments are processed accordingly. Warehouse employees (team members) who process inventory write-off adjustment transactions may only do so if approval from the director is obtained in accordance with this procedure. Evidence of such approval must be retained for audit purposes.

Roles and Responsibilities

The project manager (or designee) is responsible for managing the process of writing-off the physically damaged, expired or obsolete stock and ensure the appropriate evidence and records are retained. Any Warehouse employee (team member) may request a write off based on firsthand knowledge of circumstance(s) leading to such request. The team lead is to sign off as recommending the write off and the project manager will certify the request. The appropriate record is provided to the director for final approval and necessary action. The director is the final authority on all write offs unless otherwise designated.

Reasons for Inventory Write-Offs

There are a number of reasons that may require stock to be written off. Such reasons may include but are not limited to:

- **Lost** - loss of stock (cannot be located)
- **Stolen** - theft of stock
- **Damaged** - stock becoming unserviceable due to damage
- **Expired** - stock reaching expiration
- **Obsolete**- obsolescence of stock*
- **Redundant** - redundancy of stock*
- **Unusable** – reason must be clearly documented

*These will require removal from the inventory catalog.

Disposal of Physical Inventory that is Written Off

Once approval has been obtained to write-off inventory, the stock must be disposed of in accordance with principles, which promote ethical, accountable and transparent salvage and disposal. Methods of disposal include:

- **Trash** - physically removed from the warehouse location and discarded
- **Donation** – offered to schools/district sites, other governmental units, or any political subdivision or to private nonprofit agencies as defined in F.S. 273.01(3).
- **Liquidate** – sell at a greatly reduced price to schools/district sites

Approval and Processing of Inventory Write-Off and Write-Off Reversal Transactions

All inventory write-off transactions and inventory write-off reversal transactions are to be approved by the director whose position has authority to direct the accountant to make inventory adjustments for the relevant amount/s.

Inventory write-offs are to be approved using the Warehouse Inventory Write-Off form which records relevant details of the inventory write-off transaction/s. This will enable the director to make an informed decision regarding approval of the adjustment transaction.

Segregation of duties must be adhered to whereby any person responsible for approving inventory adjustments must not be involved in the counting of inventory related to that particular approval.

This procedure may be adjusted (in writing) by the director at any time necessary to carry out the function of the Warehouse and its inventory.