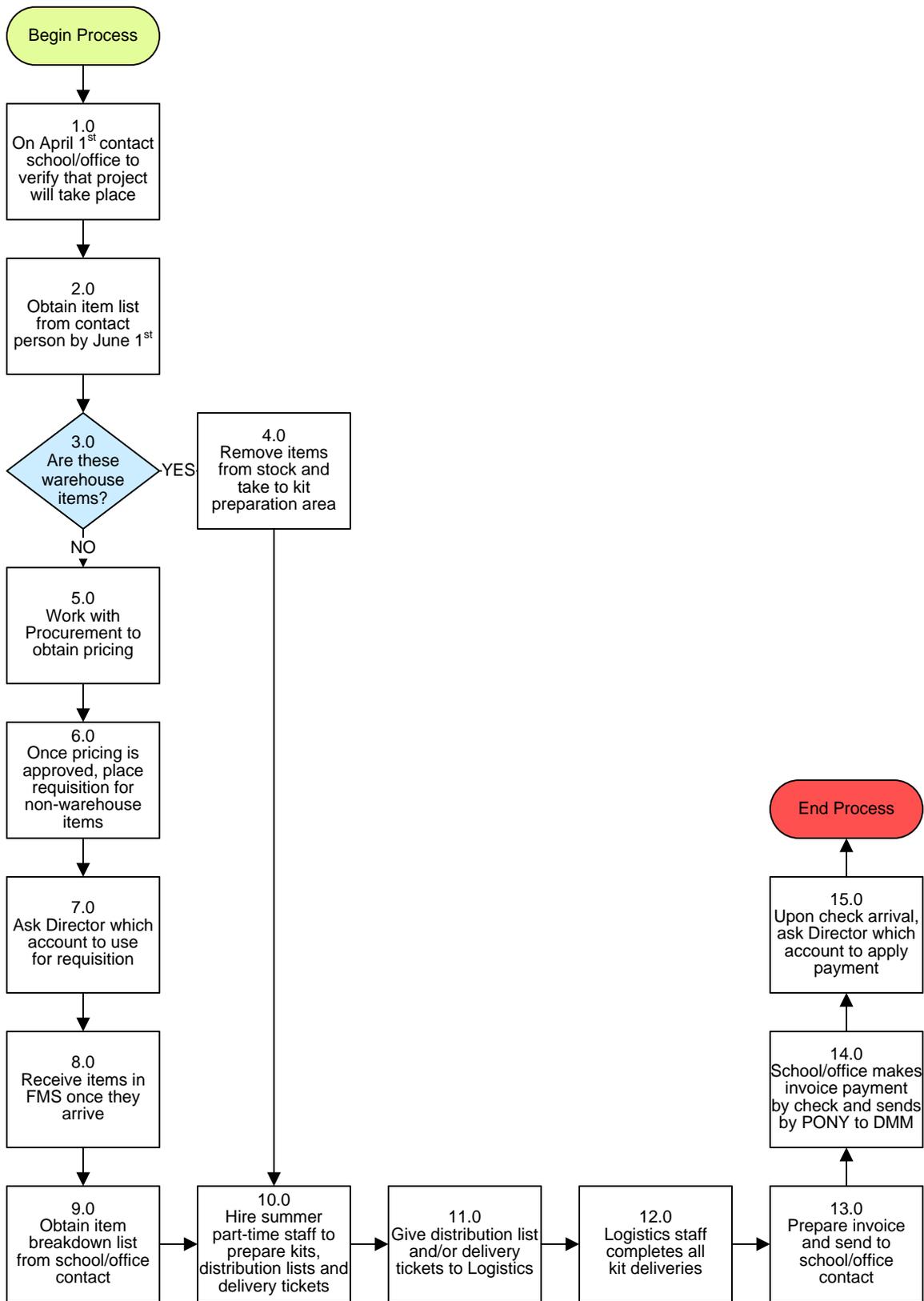


## Supply Warehouse – Special Supply Kits



[To Details](#)

## Supply Warehouse – Special Supply Kits

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: On April 1<sup>st</sup> contact school/office to verify that project will take place**

**Step 2.0: Obtain item list from the contact person by June 1<sup>st</sup>**

**Step 3.0: Are these warehouse items?**

If yes, proceed to Step 4.0. If no, skip to Step 10.0.

**Step 4.0: Remove items from stock and take to kit preparation area**

**Step 5.0: Work with Procurement to obtain pricing**

**Step 6.0: Once pricing is approved, place requisition for non-warehouse items**

Customer must approve Procurement's item pricing before requisition is processed.

**Step 7.0: Ask Director which account to use for requisition**

**Step 8.0: Receive items in FMS once they arrive**

See FMS receiving process for further details.

**Step 9.0: Obtain item breakdown list from school/office contact**

**Step 10.0: Hire summer part-time staff to prepare kits, distribution lists and delivery tickets**

**Step 11.0: Give distribution list and/or delivery tickets to Logistics**

**Step 12.0: Logistics staff completes all kit deliveries**

Logistics must obtain a signature for each delivery.

**Step 13.0: Prepare invoice and send to school/office contact**

**Step 14.0: School/office makes invoice payment by check and sends by PONY to DMM**

Checks should be made payable to Montgomery County Public Schools Department of Materials Management.

**Step 15.0: Upon check arrival, ask Director which account to apply payment**



Return to Key Process