



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

**TITLE:** Early Education Center Linen Inventory Records Keeping

**NUMBER:** REF-1855.0

**ISSUER:** Barbara I. Gutierrez, Assistant Superintendent  
Early Childhood Education Division

**DATE:** September 22, 2006

**ROUTING**  
All Early Education Center Administrators Housekeepers Office Managers Early Childhood Education Directors

**PURPOSE:** The purpose of this reference is to provide the early education center staff with the procedures and guidelines to maintain the linen inventory.

**MAJOR CHANGES:** New policy.

**INSTRUCTIONS:** The following guidelines apply:

It will be the responsibility of the early education center administrator to ensure that accurate linen inventories are kept and maintained at all times. It is recommended that the early education center's housekeeper or designee be assigned as the staff member who will track linen inventory received and sent by maintaining the *Linen Pick Up and Delivery Record* form (ATTACHMENT B).

#### PROCEDURES

The attached *Linen Pick Up and Delivery Record* form is design to assist you in maintaining accurate linen records. The form needs to be completed at the time of pick up and/or delivery.

1. Under the Center Physical Inventory History (which includes linen on beds, shelf, and soiled pick-up)
  - Enter date
  - Enter initials of staff member who preformed the physical inventory and is completing this form
  - Enter total number of blankets
  - Enter total number of sheets
  - Enter total number of bags
  - Enter total number of racks
  - Enter any comments if necessary



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2. Enter center's name, local district number and center's license capacity
3. Multiply the license capacity number by 3.2 to find out your total maximum number of sheets. Sample:  $165 \times 3.2 = \text{Max. \# Sheets } 528$
4. Enter date of delivery
5. Enter initials of staff member receiving the delivery.
6. Under the Delivery column
  - Enter number of blankets
  - Enter number of sheets
  - Enter number of bags
7. Under the Actual Received column
  - Enter actual number of blankets
  - Enter actual number of sheets
  - Enter actual number of bags
8. Under the Difference column
  - Enter the difference between the number of blankets delivered according to the invoice slip and the actual number received (if any)
  - Enter the difference between the number of sheets delivered according to the invoice slip and the actual number received (if any)
  - Call Linen Provider service department to report differences and request invoice adjustments if needed
9. Under the Date of Order Difference Filled column
  - Enter the date the difference has been filled
10. Under the Soil Returned column
  - Enter number of blankets returned
  - Enter number of sheets returned
  - Enter number of bags returned
11. Under the Shelf column
  - Enter number of blankets on shelf
  - Enter number of sheets on shelf



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Please remember that the sum of delivery sheets, plus the number of returned sheets, plus the sheets on the shelf cannot be greater than the total maximum number of sheets as indicated on 3 above.

### INVOICES PROCESS

The housekeeper will maintain and submit the *Linen Pick-up and Delivery Record with the Invoice slips* to the site administrator for review and approval at the end of each month.

The site administrator will compare both records and approve by signing the *Linen Pick-up and Delivery Record*. Once *Linen Pick-up and Delivery Record* has been approved, the site administrator will submit the form to the Fiscal Unit by the 5th of the following month.

Angelica Textile Services will submit statements and invoices to the Early Childhood Education Division Fiscal Unit and to the Accounts Payable Branch on a monthly basis. The Fiscal unit will submit approved invoiced amounts to the Accounts Payable Branch. The Linen Pick-up and Delivery Record will be forwarded to the Director for document retention.

Accounts payable will process invoices and issue warrants for payment. See Linen Flow Process (ATTACHMENT A).

Attachments: Attachment A – Linen Flow Process  
Attachment B – Linen Pick-Up Delivery Record  
Attachment B1 – Linen Pick-Up Delivery Record (word document)

**ASSISTANCE:** For assistance or further information please contact Sandy Siegel, Financial Analyst at (213) 481-3311 or via e-mail at [sandy.siegel@lausd.net](mailto:sandy.siegel@lausd.net).