

TITLE: Annual Physical Inventory and Temporary Closure of General Stores Distribution Section (Warehouse) for Fiscal Year 2023-2024

NUMBER: MEM-6616.3

ISSUER: Christopher Mount-Benites
Chief Procurement Officer
Procurement Services Division

DATE: November 6, 2023

PURPOSE: The purpose of this Memorandum is to inform schools and offices of the scheduled Fiscal Year 2023-24 annual physical inventory dates and resultant General Stores Distribution Section (Warehouse) closure dates.

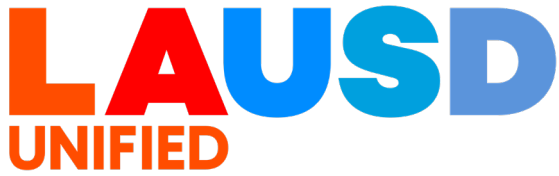
ROUTING
All Employees
All Locations

The District's General Stores Distribution Section at the Procurement Services Center will be closed from November 30, 2023, through December 8, 2023, to conduct the annual physical inventory.

Please note there will be no delivery of the General Stores Distribution Section's stocked products during the physical inventory shutdown period, November 30, 2023, through December 8, 2023. Therefore, schools and offices should take the closure dates into consideration when ordering associated products and planning for their deliveries.

If a critical need arises, schools and offices should call The Materiel Management Branch's Customer Service Unit at (562) 654-9009 to determine the availability of items. Once confirmed that the item(s) are available, authorized schools/office staff may use the following walk-through procedure for ordering stock items:

1. Forward the completed requisition form, with the approving official's signature, to the Materiel Management Branch Customer Service Unit via email at cs.stores@lausd.net. The requisition form is available on the Procurement Services Division website at <https://www.lausd.org/Page/4026>.
2. Include all applicable contact information on the requisition form as required.



3. After processing is completed by General Stores, the Will Call's Customer Service Unit will notify the school/office when the items are available for pickup.

RELATED RESOURCES: Not Applicable

ATTACHMENTS: None

ASSISTANCE: For assistance or further information, please contact the Materiel Management Branch's Customer Service Unit at (562) 654-9009.