



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Temporary Closure of General Stores Distribution (Warehouse) for Fiscal Year 2018-19 Annual Physical Inventory

NUMBER: MEM-6616.2

ISSUER: Scott S. Price, Chief Financial Officer
Office of the Chief Financial Officer

Marc Monforte, Director of Materiel Management
Materiel Management Branch

DATE: November 1, 2018

PURPOSE: The purpose of this Memorandum is to inform schools and offices of the scheduled Fiscal Year 2018-2019 annual physical inventory dates and resultant General Stores Distribution Section (Warehouse) closure dates.

MAJOR CHANGES: The District’s General Stores Distribution at the Procurement Services Center will be closed from November 16, 2018 through November 26, 2018, in order to conduct the annual physical inventory.

GUIDELINES: Please note there will be no delivery of General Stores Distribution products during the physical inventory shutdown period, November 16, 2018 through November 26, 2018. 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 Materiel Management Branch’s Customer Service Unit at (562) 654-9009 to determine availability of items. Once confirmed that the item(s) are available, authorized school/office staff may use the following walk-through procedure for ordering stock items:

- 1) Fax a completed requisition form, with the approving official’s signature, to the Materiel Management Branch Customer Service Unit at (562) 654-9019. The requisition is available on the Procurement Services Division website at <http://achieve.lausd.net/Page/4026>.
- 2) Include all applicable contact information on the requisition form as required.

ROUTING
All Employees
All Locations



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

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