

Operational Information Handbook

Policies & Procedures Information for - Distribution Center, Contracts, Document Services and Mail Services

| PRODUCT CODES | BRIEF ITEM DESCRIPTION | CODES | CONTACT US | TELEPHONE |
|---------------|---|-------|------------|-----------|
| ADMINFEES | ADMINISTRATIVE FEES (CENTRAL OFFICE ONLY) | 5829 | GLORY | 434.2235 |
| ADMISSIONS | ADMISSION TO FIELD TRIP EVENTS | 5829 | GLORY | 434.2235 |
| ADVERTISE | ADVERTISING | 5810 | GLORY | 434.2235 |
| AIRTIME | AIR/SERVICE TIME FOR CELLPHONE | 5900 | GLORY | 434.2235 |
| AIRBORNE | AIRBORNE EXPRESS (LETTERS ONLY) | 5910 | GLORY | 434.2235 |
| ALARMSERV | ALARM SERVICE SMALL JOBS \$600 OR LESS | 5826 | GLORY | 434.2235 |
| ARTEQUIP | ART EQUIPMENT | 4410 | MARILYN | 434.2238 |
| ART/CRAFT | ARTS & CRAFTS SUPPLIES | 4310 | MARILYN | 434.2238 |
| ASPHALT | ASPHALT-PAVING MATERIALS | 4310 | GLORY | 434.2235 |
| ASSEMBLY | SCHOOL PRESENTATION UNDER \$600 TEACHERS | 5828 | GLORY | 434.2235 |
| ATHLETICEQ | ATHLETIC EQUIPMENT | 4410 | MARILYN | 434.2238 |
| ATHLETICFEES | ATHLETIC FEES | 5826 | GLORY | 434.2235 |
| ATHLETCSUP | ATHLETIC SUPPLIES | 4310 | MARILYN | 434.2238 |
| AUDIOEQ | VIDEO EQ. DVD, TV, OVERHEAD \$100 - \$19,000 | 4474 | MARILYN | 434.2238 |
| AUDIOSUP | AUDIO SUPPLIES, BLANK AUDIO TAPE | 4310 | MARILYN | 434.2238 |
| AWARDS | TROPHIES, PLAQUES, AWARDS, ETC. | 4310 | MARILYN | 434.2238 |
| BADGES | BADGES | 4340 | GLORY | 434.2235 |
| BANKINGFEES | SCHOOL BANKING FEES | 5826 | GLORY | 434.2235 |
| BART | BART AND BUS TICKETS | 4310 | MARILYN | 434.2238 |
| BOOKOTXTAG | BOOKS OTHER THAN TEXTBOOKS A-G | 4200 | MARILYN | 434.2238 |
| BOOKOTXTHL | BOOKS OTHER THAN TEXTBOOKS H-L | 4200 | MARILYN | 434.2238 |
| BOOKOTXTMZ | BOOKS OTHER THAN TEXTBOOKS M-Z | 4200 | MARILYN | 434.2238 |
| BOOKSA-G | TEXTBOOKS VENDORS A-G | 4100 | MARILYN | 434.2238 |
| BOOKSH-L | TEXTBOOKS VENDORS H-L | 4100 | MARILYN | 434.2238 |
| BOOKSM-Z | TEXTBOOKS VENDORS M-Z | 4100 | MARILYN | 434.2238 |

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| BOTTLEDWAT | BOTTLE WATER / RENTAL WATER EQUIPMENT | 4310 | MARILYN | 434.2238 |
| BUSES | BUS RENTAL APPROVED LIST TRANSPORTATION | 5826 | GLORY | 434.2235 |
| BIZCARDS | BUSINESS CARD OFFICE DEPOT ONLINE ORDERING | 4310 | JOEL | 434.2235 |
| CABLES | CABLES JOBS \$600 OR LESS | 5826 | GLORY | 434.2235 |
| CAFEEQUIP | CAFETERIA EQUIPMENT | 4410 | MARILYN | 434.2238 |
| CAFETERIASU | CAFETERIA SUPPLIES | 4310 | MARILYN | 434.2238 |
| CARPET | CARPET, UN-INSTALLED | 4310 | GLORY | 434.2235 |
| CELLPHONE | CELLULAR PHONE (PURCHASE) | 5932 | MARILYN | 434.2238 |
| CERTIFICAT | CERTIFICATES | 4310 | MARILYN | 434.2238 |
| CLOTHING | CLOTHING (GYM,T-SHIRTS, ECT.) | 4310 | MARILYN | 434.2238 |
| CMSUP | COMPUTER SUPPLIES MEMORY, DISKETTES | 4315 | MARILYN | 434.2238 |
| COMPUTERS | DESK TOP, LAPTOP, IPADS, OVER \$500 EACH | 4420 | JOEL | 434.2235 |
| CONFERENCE | CONFERENCE AND TRAVEL | 5200 | GLORY | 434.2235 |
| CONFERENCE | CONFERENCE EXPENSE | 5220 | GLORY | 434.2235 |
| CONSTRUCT | CONSTRUCTION SITES & IMPROVEMENT OF SITES | 6100 | JOEL | 434.2235 |
| CONSTRUCT | NEW CONSTRUCTION | 6245 | JOEL | 434.2235 |
| CONTRASERV | PROFESSIONAL CONTACT | 5825 | BRENDA | 434.2247 |
| COPYLEASE | RENTAL NOTE EDUCATION CODE 17604 | 5620 | JOEL | 434.2235 |
| COPYMAINT | COPIER MAINTENANCE YEAR TO YEAR ONLY | 5610 | JOEL | 434.2235 |
| COPIERSUPP | COPIER SUPPLIES TONER, STAPLES | 4320 | JOEL | 434.2235 |
| COPIERS | COPIER PURCHASE ONLY UNDER \$19,999 EACH ITEM | 4425 | JOEL | 434.2235 |
| COPIERS | COPIER PURCHASE ONLY OVER \$20,000 EACH ITEM | 6425 | JOEL | 434.2235 |
| COSMETEQ | COSMETOLOGY EQUIPMENT | 4410 | BUYER | 434.2235 |
| COSMETSUP | COSMETOLOGY SUPPLIES | 4310 | BUYER | 434.2235 |
| CRUSHEDROC | CRUSHED ROCKS | 4310 | GLORY | 434.2235 |
| CUSTEQUIP | CUSTODIAL EQUIPMENT \$500 - \$19,999 | 4410 | MARILYN | 434.2238 |
| CUSTEQUIP | CUSTODIAL EQUIPMENT OVER \$20,000 | 6410 | MARILYN | 434.2238 |

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|--------------|---|------|-------------|----------|
| CUSTODIALS | CUSTODIAL SUPPLIES | 4310 | MARILYN | 434.2238 |
| ELECTRLAMP | ELECTRIC LAMPS | 4310 | BUYER | 434.2235 |
| ELECSUP | ELECTRIC SUPPLIES | 4310 | BUYER | 434.2235 |
| ELEVATORS | ELEVATOR MAINTENANCE/ INSPECTIONS | 5610 | JOEL | 434.2235 |
| FACILITEXP | FACILITIES PLANNING EXPENSES | 6262 | GLORY | 434.2235 |
| FEDEX | FEDERAL EXPRESS (LETTER ONLY) | 5950 | GLORY | 434.2235 |
| FENCE | FENCE/CHAINS METAL | 4310 | GLORY | 434.2235 |
| FIELDTRIPS | FIELDTRIPS/BUSES | 5826 | GLORY | 434.2235 |
| FINGERPRINT | FINGERPRINTING, FEES | 5838 | GLORY | 434.2235 |
| FIREEXTING | FIRE EXTINGUISHERS | 4310 | GLORY | 434.2235 |
| FLOORCOVER | FLOOR TILE, LINOLEUM | 4310 | BUYER | 434.2235 |
| FOODSERV | FOOD FOR FOOD SERVICES ONLY | 4710 | BUYER | 434.2235 |
| FORMS | ALL DISTRICTS FORMS HANDLE IN DUPLICATING | 5716 | DUPLICATING | 434.2228 |
| FURNITURE | TABLES, CHAIRS, DESKS, CABINETS \$500 - \$19,999 | 4432 | MARILYN | 434.2238 |
| FURNITURE | TABLES, CHAIRS, DESKS, CABINETS OVER \$20,000 | 6432 | MARILYN | 434.2238 |
| GARDENSUP | GARDENSUPEQUIPMENT UNDER \$500 EACH ITEM | 4310 | BUYER | 434.2235 |
| GASOLINE | VEHICLE GASOLINE/ MAINTENANCE TANK | 4330 | GLORY | 434.2235 |
| GLAZING | GLAZING MATERIALS | 4310 | GLORY | 434.2235 |
| GRADUATION | GRADUATION CEREMONIAL SERVICES | 5826 | MARILYN | 434.2238 |
| HARDWARE | HARDWARE | 4310 | GLORY | 434.2235 |
| HAZMAT | HAZARDOUS MATERIALS DISPOSAL | 5826 | GLORY | 434.2235 |
| HOMEECONOM | HOME ECONOMIC SUPPLIES | 4310 | BUYER | 434.2235 |
| HOMEECEQ | HOMEMAKING EQUIP., ETC. \$100 - \$19,999 | 4410 | MARILYN | 434.2238 |
| INSTALLATION | INSTALL MISC ITEM, CABLES, CAMERA, SIGNS ETC. | 5826 | GLORY | 434.2235 |
| INSURANCE | INSURANCE PREMIUMS OTHER THAN RISK MGR. Y | 5400 | GLORY | 434.2235 |
| KEYS | KEYS | 4310 | GLORY | 434.2235 |
| KINDLE | KINDLE FIRENOTE PAD \$500 EACH | 4310 | MARILYN | 434.2238 |

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|------------|---|------|---------|----------|
| LAMINATSUP | LAMINATING SUPPLIES | 4310 | MARILYN | 434.2238 |
| LAMINATEQ | LAMINATORS \$100 - \$19,999 | 4410 | MARILYN | 434.2238 |
| LAUNDRY | LAUNDRY AND DRY CLEANING | 5525 | GLORY | 434.2235 |
| LEASEBUILD | LEASE OF BUILDING | 5624 | GLORY | 434.2235 |
| LEASEQUIP | LEASE OF EQUIP. NOTE ED. CODE 17604 | 5620 | BUYER | 434.2235 |
| LEGALEXP | LEGAL EXPLEGAL DEPARTMENT ONLY | 5845 | GLORY | 434.2235 |
| LEGALSETTL | LEGAL SETTLEMENTS | 5845 | JOEL | 434.2235 |
| LICENSE | LICENSE COMPUTER SOFTWARE | 5846 | JOEL | 434.2235 |
| LOCKDOWN | LOCKDOWN (EQUIPMENT SECURITY) NON-CONTRACT | 5826 | GLORY | 434.2235 |
| LOCKS | PADLOCK, INCLUDING COMBINATION | 4310 | BUYER | 434.2235 |
| LUMBER | LUMBER | 4310 | GLORY | 434.2235 |
| MAILRM | MAILROOM ONLY INTERNAL | 5724 | GLORY | 434.2235 |
| MECHDRAWQ | MECHANICAL DRAWING EQUIP. \$100 - \$19,999 | 4410 | MARILYN | 434.2238 |
| MECHDRAWQ | MECHANICAL DRAWING EQUIP. OVER \$20,000 | 6410 | MARILYN | 434.2238 |
| MECHDRAWSP | MECHANICAL DRAWING SUPPLIES | 4310 | GLORY | 434.2235 |
| MEDICALSP | MEDICAL SUPPLIES | 4310 | BUYER | 434.2235 |
| MEMBERSHIP | MEMBERSHIPS / DUES / FEES | 5300 | GLORY | 434.2235 |
| METAL&WELD | METAL AND WELDING SUPPLIES | 4310 | GLORY | 434.2235 |
| MILEAGE | MILEAGE REIMBURSEMENT | 5210 | GLORY | 434.2235 |
| MOVING | SMALL MOVING JOBS | 5826 | GLORY | 434.2235 |
| MUSICINSTR | MUSICAL EQUIPMENT \$100 - 19,999 | 4410 | MARILYN | 434.2238 |
| MUSICINSTR | MUSICAL EQUIPMENT OVER \$20,000 | 6410 | MARILYN | 434.2238 |
| MUSICSUP | MUSICAL SUPPLIES FOR INSTRUMENT | 4310 | MARILYN | 434.2238 |
| NETWORK | NETWORK EQUIPMENT, ROUTER, HUBS, ETC. | 6424 | JOEL | 434.2235 |
| NON PUBLIC | NON PUBLIC SCHOOLS | 5827 | JOEL | 434.2235 |
| OFFICEEQ | OFFICE EQUIPMENT \$100 - \$19,999 | 4410 | MARILYN | 434.2238 |
| OFFICEEQ | OFFICE EQUIPMENT OVER \$20,000 | 6410 | MARILYN | 434.2238 |

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|--------------|---|-----------|--------------------|----------|
| OFFICESUP | OFFICE SUPPLIES | 4310 | MARILYN | 434.2238 |
| PACKAGESUP | PACKAGING SUPPLIES | 4310 | GLORY | 434.2235 |
| PAINTSUP | PAINT/SUPPIES | 4310 | GLORY | 434.2235 |
| PAPER | PAPER, BOND, XEROGRAPHIC, ETC. | 4350 | BUYER | 434.2235 |
| PARENTREIM | PARENT REIMBURSE MILEAGE & BABYSITTING | 5865 | GLORY | 434.2235 |
| PARKING | PARKING FEE TICKETS TOLLING CHARGES | 5826 | GLORY | 434.2235 |
| PAYMENT | PAYMENT REIM. BABYSITTING, TRAINING | 4310/5826 | GLORY | 434.2235 |
| PERIODA-G | PERIODICALS VENDORS A TO G | 4352 | MARILYN / BUYER | 434.2238 |
| PERIODH-L | PERIODICALS VENDORS H TO L | 4352 | MARILYN / BUYER | 434.2238 |
| PERIODM-Z | PERIODICALS VENDORS M TO Z | 4352 | MARILYN / BUYER | 434.2238 |
| PESTCONTROL | PEST/BUG CONTROL EXTERMINATOR | 5826 | GLORY | 434.2235 |
| PHOTOSERVICE | PHOTO SERVICE AUTHORIZED VENDORS | 5826 | GLORY | 434.2235 |
| POLICEEQ | POLICE EQUIPMENT/FIREARM | 4410 | JOEL | 434.2235 |
| POLICESUP | POLICE SUPPLIES | 4310 | JOEL | 434.2235 |
| PROPTYLOSS | PERSONAL PROPERTY LOSS CENTRAL OFFICE ONLY | 5872 | GLORY | 434.2235 |
| PHONESERV | TELEPHONE / FAX / CABLE SERVICES | 5930 | MARILYN | 434.2238 |
| PHOTOSUP | PHOTOGRAPHIC SUPPLIES | 4310 | BUYER | 434.2235 |
| PHOTOEQUIP | PHOTOGRAPHIC EQUIP. \$100 - \$19,999 | 4410 | BUYER | 434.2235 |
| PHOTOEQUIP | PHOTOGRAPHIC EQUIP. OVER \$20,000 | 6410 | BUYER | 434.2235 |
| PLAYEQUIP | PLAYGROUND EQUIP. \$100 - \$19,999 | 4410 | MARILYN | 434.2238 |
| PLAYEQUIP | PLAYGROUND EQUIP. OVER \$20,000 | 6410 | MARILYN | 434.2238 |
| PLUMBSUP | PLUMBING SUPPLIES | 4310 | GLORY | 434.2235 |
| POSTAGE | POSTAGE, INCLUDING STAMPS | 5910 | GLORY | 434.2235 |
| PRINTING | SMALL PRINTING JOBS | 5826 | JOEL | 434.2235 |
| PRINTERS | PRINTERS SMALL PRINTING EQUIPMENT | 4410 | JOEL | 434.2235 |

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|------------------|---|------|---------|----------|
| PRINTINGEQ | PRINTING EQUIPMENT \$100 - \$19,999 | 4410 | JOEL | 434.2235 |
| PRINTINGEQ | PRINTING EQUIPMENT OVER \$20,000 | 6410 | JOEL | 434.2235 |
| PORTABLES | PURCHASE OF PORTABLE CLASSROOM | 6210 | JOEL | 434.2235 |
| RECYCLE | RECYCLING SERVICES | 5830 | GLORY | 434.2235 |
| REFRESH | REFRESHMENTS AS PART OF WORKSHOP | 4311 | GLORY | 434.2235 |
| REFRIGMAN | REFRIGERATOR MAINTENANCE | 5610 | BUYER | 434.2235 |
| REFRIGEQ | REFRIGERATOR & REFRIGERATION \$100 - 19,999 | 4410 | BUYER | 434.2235 |
| REFRIGEQ | REFRIGERATOR & REFRIGERATION OVER \$20,000 | 6410 | BUYER | 434.2235 |
| REIMBURSE | REIMBURSEMENTS | 4310 | GLORY | 434.2235 |
| RENTEQUIP | RENTAL OF EQUIPMENT | 5622 | GLORY | 434.2235 |
| RENTFACIL | RENTAL OF FACILITY | 5624 | GLORY | 434.2235 |
| REPAIRS | EQUIPMENT REPAIRS (OTHERS) | 5675 | GLORY | 434.2235 |
| RISKMGR | INSURANCE PREMIUMS ONLY | 5830 | GLORY | 434.2235 |
| ROCK | ROCKS & GRAVEL | 4310 | GLORY | 434.2235 |
| ROOFING | ROOFING MATERIALS | 4310 | GLORY | 434.2235 |
| ROOFSUPPL | ROOFING SUPPLIES | 4310 | GLORY | 434.2235 |
| RUBSTAMP | CUSTOM RUBBER STAMPS | 4310 | BUYER | 434.2235 |
| SAND | SAND AND GRAVEL | 4310 | GLORY | 434.2235 |
| SCHOLARSHIP | SCHOLARSHIP STUDENTS \$600 ANNUALLY | 5826 | GLORY | 434.2235 |
| SCICHEM | SCIENCE CHEMICALS CLASSROOM | 4310 | MARILYN | 434.2238 |
| SCIENCEEQ | SCIENCE EQUIP. \$100 - \$19,999 | 4410 | MARILYN | 434.2238 |
| SCIENCEEQ | SCIENCE EQUIP. OVER \$20,000 | 6410 | MARILYN | 434.2238 |
| SERVCONTRA | CONTRACTED SERVICES | 5830 | GLORY | 434.2235 |
| SECURCAMERA | SURVEILLANCE SECURE CAMERA/ALARMS | 4410 | JOEL | 434.2235 |
| SECURCAMERA | SURVEIL SECURE CAM/ALARMS OVER \$20,000 | 6410 | JOEL | 434.2235 |
| SHIPSUPPLI | SHIPPING SUPPLIESBOXES | 4310 | GLORY | 434.2235 |
| SHOPEQUIP DRILLS | PRESSES \$100 - \$9,999 | 4410 | GLORY | 434.2235 |
| SHOPEQUIP DRILLS | PRESSES OVER \$20,000 | 6410 | GLORY | 434.2235 |

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|------------|--|------|---------|----------|
| SIGNS | SCHOOL SITES SIGNS | 4310 | MARILYN | 434.2238 |
| SUBSCRIPT | SUBSCRIPTION | 4310 | MARILYN | 434.2238 |
| SURFACING | RESURFACING AND PAVING | 4310 | GLORY | 434.2235 |
| TEACHAIDAG | TEACHING AIDES VENDOR A TO G | 4310 | MARILYN | 434.2238 |
| TEACHAIDHO | TEACHING AIDES VENDOR H TO O | 4310 | MARILYN | 434.2238 |
| TEACHAIDPZ | TEACHING AIDES VENDOR P TO Z | 4310 | MARILYN | 434.2238 |
| TESTEQSUP | TESTING EQUIPMENT SUPPLIES | 4375 | MARILYN | 434.2238 |
| TESTSUP | TESTING SUPPLIES | 4310 | MARILYN | 434.2238 |
| TIMESTAMP | TIME / DATE STAMPING EQUIPMENT \$100 - \$19,000 | 4410 | MARILYN | 434.2238 |
| TRAINING | TRAINING / INSERVICES UNDER \$1,000 PER YEAR | 5826 | GLORY | 434.2235 |
| TOOLS | SHOP TOOLS | 4310 | GLORY | 434.2235 |
| TREES | TREES / REMOVE -PLANTING | 5826 | GLORY | 434.2235 |
| UPS | UNITED PARCEL (LETTER ONLY) | 5910 | GLORY | 434.2235 |
| VEHICLES | CARS, TRUCKS, ETC. \$100 - \$19,000 | 4460 | JOEL | 434.2235 |
| VEHICLES | CARS, TRUCKS, ETC. OVER \$20,000 | 6460 | JOEL | 434.2235 |
| VIDEOEQUIP | AUDIO VIDEO EQ. OVER \$20,000 | 6427 | MARILYN | 434.2238 |
| VIDEOEQUIP | AUDIO VIDEO EQ. OVER \$500 UNDER \$19,000 | 4474 | MARILYN | 434.2238 |
| VIDEOSUP | VIDEO SUPPLIES, BLANK TAPES | 4310 | MARILYN | 434.2238 |
| WALKIETALK | WALKIE TALKIES, RADIOS \$100 - \$19,000 | 4410 | MARILYN | 434.2238 |
| WALKIETALK | WALKIE TALKIES, RADIOS \$20,000 & OVER | 6410 | MARILYN | 434.2238 |
| WARRANTY | WARRANTY RENEWAL EQUIPMENT | 4310 | GLORY | 434-2235 |
| WEBSITE | WEBSITE DESIGNING SMALL JOBS | 5826 | JOEL | 434.2235 |
| WELDEQ | WELDING EQUIPMENT \$100 - \$19,000 | 4410 | GLORY | 434.2235 |
| WELDEQ | WELDING EQUIPMENT \$20,000 | 6410 | GLORY | 434.2235 |
| WINDOWCOV | WINDOW COVER | 4310 | MARILYN | 434.2238 |
| WINDOWGLAS | WINDOW GLASS | 4310 | GLORY | 434.2235 |
| WIRELESERV | WIRELESS SERVICE - INTERNET CONNECTION | 5826 | MARILYN | 434.2238 |