

KATY INDEPENDENT SCHOOL DISTRICT

Distribution Center/Warehouse Department
5364 Franz Road
Katy, Texas 77492
Phone: 281-396-6290
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The department was established in 1977 based on a need by the Katy School District to:

- ❖ Purchase supplies in bulk in order to help reduce the escalating cost of supplies due to an increase in the number of students and employees.
- ❖ Consolidate in one location the purchase of frequently used supplies for students, teachers and staff.
- ❖ Aid the Business Office by improving the procedure for tracking purchases made by campuses/departments, and to expedite payments to the vendors.
- ❖ Provide for an adequate location to receive, distribute, and inventory large quantities of textbooks, teacher materials, and printed forms.
- ❖ Provide daily deliveries of U.S. mail.
- ❖ Provide a location to receive large UPS and freight shipments.
- ❖ Provide an adequate location for the storage and transfer of district owned surplus property.

In 1977, the department had a staff of 4 employees. The original facility had 5,000 sq. feet of storage space, 1 forklift, and 2 delivery trucks for the entire district.

Current Overview

The facility has approximately 73,000 sq. feet of usable storage space. There are 15 employees in the department and each one strives to meet the needs of the students, teachers, and staff in the most efficient, timely, and cost effective manner. In an effort to better serve the teachers and staff, we have an Inventory Supply Catalog that is online and updated weekly. To maintain this level of service in the coming years will require an increase in personnel, vehicles, student supplies, and textbooks. With a possible decrease in District funds, our challenge will be to continue to provide various services with little or no interruptions to the students, teachers, and staff.

Functions of the Department

- ❖ Deliver supplies to 73 campuses and departments.
- ❖ Deliver and transfer textbooks between the campuses each day.
- ❖ Maintain a supply inventory ranging from 1 million to 1.7 million annually.
- ❖ Deliver, pickup, and transfer district surplus furniture and equipment each week.
- ❖ Maintain a state provided textbook inventory valued at approximately \$12,000,000.

- ❖ Process supply requests from the campuses and departments:
 - 2000-01 school year - dollar value of supplies used by the schools and departments were \$1,384,788.
 - 2001-02 school year - dollar value of supplies used by the schools and departments were \$1,959,998.
 - 2002-03 school year - dollar value of supplies used by the schools and departments were \$1,790,289.
 - 2003-04 school year – dollar value of supplies used by the schools and departments were \$1,942,794.
 - 2004-05 school year – dollar value of supplies used by the schools and departments were \$1,657,134.
 - 2005-06 school year – dollar value of supplies used by the schools and departments were \$2,487.290
 - 2006-07 school year – dollar value of supplies used by the schools and departments were \$2,647,680.

The following represents a sample of the supplies ordered by the schools and departments as of **April 30, 2008**.

- Copier Paper	24,685 cases (246,850 reams of paper)
- Manila Folders	1,453 boxes (145,300 folders)
- #2 Pencils	122,256 pencils
- AAA Batteries	3,193 pkgs.
- 2" View binder	2,213 each
- Paper Towels	5,163 cases (48,900 rolls)
- Large Trash Bag Liners	7,622 cases (762,200 trash bags)
- Small Trash Bag Liners	5,446 cases (1,361,500 trash bags)
- Bus Tires	665 each

- ❖ Pull, package, and deliver supplies request by the campuses and departments:
 - 2000-01 school year - physically handled 136,912 individual supply items.
 - 2001-02 school year - physically handled 218,222 individual supply items.
 - 2002-03 school year – physically handled 214,996 individual supply items.
 - 2003-04 school year – physically handled 238,183 individual supply items.
 - 2004-05 school year – physically handled 376,811 individual supply items.
 - 2005-06 school year – physically handled 311,594 individual supply items.
 - 2006-07 school year – physically handled 310,493 individual supply items.
 - Current school year – physically handled 316,258 individual supply items.

- ❖ Assemble bookcases, teacher desks, and other campus related furniture.

Staffing

Due to some peak periods throughout the school year, additional personnel will be hired to assist with the day-to-day operations of the department. The most demanding time of year for this department is from May to September. During these months, approximately 10 -14 individuals will be hired to count, pack, and distribute large quantities of textbooks, printed forms, supplies, and equipment to each campus. Typically, a new campus will require larger bulk deliveries than existing campuses.

Distribution Center Coordinator

Tom Mills, CTSBO (Certified Texas School Business Official)

Office: 281-396-6290

thomasmills@katyisd.org

Secretary (1)

General office duties include maintaining financial records, processing inventory requests, and assisting teachers and staff with supply orders.

Inventory Buyer (1)

Responsible for:

- The purchase of all inventoried supplies.
- Maintaining an accurate re-order level for timely deliveries.
- Conducting periodical inventory counts/audits.
- Instructing the Financial Clerks throughout the District on the procedures for inputting supply requisitions and the use of the online Inventory Catalog.
- Periodically test new supply items with the help of campus staff to see if a large purchase of these items will be beneficial throughout the District.

Fixed Asset Specialist (1)

Responsible for:

- Coordinating the transfer and tracking of surplus property throughout the District.
- Conducting annual Fixed Asset audits at each campus and in each department.
- Ensuring that each fixed asset item (computers, teacher desks, printers, etc.) in the District has an identification bar code.

Textbook Specialist (1)

Responsible for:

- Ordering textbooks and teacher materials from the State based on student enrollment.
- Verifying enrollments at least twice each month to insure that the district is entitled to order additional textbooks.
- Training the Textbook Clerks throughout the District on the procedures for tracking, inventorying, and accounting for the textbooks on the campus.
- Conducting an annual textbook inventory at each campus to verify the accuracy of the textbooks on hand and the number of lost textbooks that need to be reported to the State. This procedure may take approximately 2 weeks to complete.

Textbook Assistant (1)

Responsible for assisting the Textbook Specialist in the performance of her duties, as well as maintaining textbook budgets and assisting teachers with textbook requests and problems

Warehouse Supervisor (1)

Responsible for:

- The shipping and receiving of all the supplies and equipment inventoried at the facility.
- Receiving and processing all UPS requests submitted each day by the campuses to the Department.
- Processing weekly time cards for all hourly employees.
- Providing assistance to the campuses when they make special delivery requests both within the District and throughout the US.
- Assisting in the hiring of temporary personnel for the peak months.

Assistant Supervisor (1)

Responsible for:

- Assisting the Supervisor in his daily duties.
- Supervising temporary employees.
- Assisting the Inventory Buyer in conducting counts and audits of all inventoried supplies and equipment.
- Overseeing the accuracy for the pulling and packaging of supplies.

Textbook Warehouseman (2)

Responsible for:

- The sorting, re-boxing, and the shipment of textbooks to the campuses each day.
- Overseeing temporary employees during peak periods.

Inventory control/delivery personnel (4)

Responsible for:

- The pulling of all supply requests received from throughout the District.
- Delivering supplies to each campus and assisting campus personnel in verifying the accuracy of the delivery.
- Transferring surplus district property to and from the campuses and departments.
- Assembling District furniture (bookcases, teacher desks, etc.) as needed.

Records Management Officer

Responsible for:

- Providing for the storage and the destruction of campus and department documents (student records, shot records, transcripts, financial statements, purchase orders, etc.).
- Maintaining the State of Texas mandated Retention Schedule for specific documents.

Operating Equipment

Three battery powered forklifts, 4 battery powered pallet movers, and 3 manual pallet movers.

Miscellaneous items inventoried

School Bus Tires	Copier Paper	Paper Clips	Pencils
Construction Paper	Toilet Paper	Paper Towels	Elmer's Glue
Note Book Pads	Tempera Paint	Name Tags	Video Tapes
Bulletin Board Paper	Library Cards	Exam Gloves	Floor Wax
Hanging File Folders	File Cabinets	Student Desks	Audio Tapes
Class Room Flags	Mops & Brooms	Paper Cups	Index Cards
Trash Bag Liners	Clip Boards	Storage Boxes	P.E. Towels
Calendars	Book Cases	Binders	Oil Filters
Wall Screens	Waste Baskets	Thumbtacks	Staplers
Toner Cartridges	Scantron Forms	HVAC Filters	File Labels
Folding Tables	Scotch Tape	Ball Point Pens	Stamp Pads
Transparencies	Teacher Desks	CD's	

May 1, 2008