

Material Stock Request (MSR) Procedure

Material stock requests are used to order inventory from the warehouse through PeopleSoft.

After the MSR is approved by the appropriate budget holders(s), the MSRs are printed at the warehouse office every half hour between 5:30 am – 2:30 pm during work days.

The warehouse personnel sorts processed orders. Completed MSRs go to the warehouse office record file. MSRs with a variance in the ordered quantity versus the picked quantity will initiate a credit in Peoplesoft. This process will credit shortage back to requestor's chart field and correct the inventory quantity in PeopleSoft.

Delivery Work Flow Procedure

The Warehouse sorts completed MSRs based on the number of cartons to determine the mode of delivery, either route truck or PONY delivery

Warehouse personnel loads PONY/truck by route sequence, validate number of cartons against delivery documents and performs truck safety check.

Warehouse personnel delivers ordered items to school.

School receives ordered items, validates against MSR and signs delivery document.

Warehouse personnel forwards signed delivery document to warehouse office for filing.