Ordering/Receiving Cheat Sheet

# Check list:

* All orders should be sent to 1280 Santa Anita Court, Suite 130, Woodland CA, 95776, unless Greengate, Cesar Chavez, and Alyce Norman are receiving their own orders.
* They should be addressed to your department and not an individual.
* Please add the PO#.
* If items are large and will need SOS to assemble and deliver, please have a work order submitted prior to the arrival of the item and if available include ETA.
* Palletize items - we don’t have a loading dock so please indicate lift gate is needed.
* It is the responsibility of the person who ordered the items to contact vendor regarding a partially completed order.
* Asset tags are needed for items over $500.00, technician will adhere asset tag on equipment prior to delivery.
* Once orders are received the warehouse & inventory technician (W & I Tech) will receive items and match packing slip with items received, match PO to items received and will indicate if it’s a partial or complete order



* Warehouse & Inventory Control Technician will have 3-business days to deliver items to its corresponding program \* Except for IT.
* If items are received by an individual off-site (for example, if I were to purchase an item at target), in addition to the individual purchasing the item(s), a second signature is needed to verify the item was received. This applies to everything purchased off site.

Greengate, Cesar Chavez, and Alyce Norman:

* are responsible for receiving their own item(s).
	+ If items are delivered directly to the site, the receiving process needs to be followed by the person matching the packing slip with the PO (or whoever receives the item).
	+ If an item is ordered by an individual, another person needs to sign that the items were received.
* Please send all proper receiving documentation (packing slips, order forms, and PO) to the sos.warehouse@ycoe.org for the W & I tech to track completion of the order if not on an open-ended PO.

If you have any question or concerns regarding an order or package that was received, please contact us at sos.warehouse@ycoe.org