

## **Iberville Parish School Board Delivery Information**

Each Principal is to designate a “safe room” for textbooks. All other deliveries will be made the front office at each location. Each principal must also designate a person and an alternate to sign for deliveries made by Iberville Parish School Board’s maintenance department. This information is to be forwarded to the maintenance supervisor.

**Once boxes are delivered and signed for by the designated person at the school, it becomes the responsibility of the school if items are lost or stolen.** Once deliveries are made to the front office, it is the responsibility of the school to move items to their designated location and secure if necessary. Therefore, each principal must have a plan in place.

### **Receiving and delivery practices**

1. All orders placed in ALIO are received at the Central Office warehouse.
2. Once items are checked in by receiving, the school information is written on each box and delivery tickets are prepared.
3. Our maintenance delivery person makes deliveries to each school following the delivery schedule prepared by the maintenance supervisor. Exceptions can be made as needed.
4. Our delivery person makes deliveries to the front office at each location.
5. When the designated person at each school signs the form, they are in agreement that they are in receipt of all items listed on the delivery form.
6. The signed delivery receipt is returned to the receiving department and filed for future reference.
7. Once received by the school, it will be the school’s responsibility to move and secure items.

### **Technology related orders**

1. If a school orders equipment that requires tagging, the school contact person is sent an e-mail request for assignment(s) before equipment can be tagged.
2. Once the necessary information is received, the equipment is tagged and assigned to the designated person.
3. If the equipment does not require set up by the technology department, the delivery follows the same guidelines as stated in receiving and delivery practices.

4. On occasion, the Central Office Technology Department needs to deliver the equipment directly to the school. The technology representative must sign the delivery ticket before removing the equipment from the warehouse. They may have the designated person sign their form when they deliver to the schools.

### **Multi-Campus orders**

1. Multi-campus orders are usually placed by Central Office personnel to save time, money, etc.
2. If a shipment needs to be separated once received by Iberville Parish School Board, the person who placed the order is contacted by the receiving department.
3. It is the responsibility of the person who placed the order to notify the receiving department of how the multi-campus order is to be delivered.
4. Delivery will be made following the receiving and delivery practices once all delivery information is received.
5. The order cannot remain in the warehouse indefinitely.

### **Textbook orders**

1. The purchasing department will fax textbook purchase orders directly to the company – with the exception of School Book Supply.
2. School Book Supply purchase orders will be faxed to the schools. Each school is now responsible for placing their School Book Supply textbook order on-line. Instructions for placing on-line orders were given to the person in charge of textbooks at each site.
3. Textbooks are checked in by the receiving department, delivery tickets are prepared and delivery will be delivered to the room designated by the principal as stated above.
4. Textbooks will be delivered to this room only, no exceptions!
5. The delivery ticket for textbooks is yellow. The designated person will sign the delivery form indicating they are in agreement with the number of boxes delivered.