
Effective Date: June 16, 2026

1. Purpose

This document establishes the process for requesting supplies from the District Warehouse. All supply requests must be submitted through Adobe Sign using the approved Warehouse Supplies Requisition form and must receive the required approvals before the Warehouse will fulfill the order.

2. Scope

- This policy applies to all District staff and faculty requesting supplies from the District Warehouse.
- Available supplies are listed in the current Warehouse Supplies Catalog, published on the Warehouse website <https://www.avc.edu/purchasing-and-contracts/warehouseceiving>
- The Warehouse does not fulfill verbal or informal supply requests. All orders must be submitted via the approved form.

3. Responsibilities

- Requester: Initiates the Warehouse Supplies Requisition in Adobe Sign, itemizes the supplies requested, routes the form for required approvals, and submits the completed form to the Warehouse.
- Dean or Director: Reviews and provides an approval signature on all requisitions submitted by staff in their department.
- Fiscal Services Representative: Reviews and provides an approval signature confirming that the requesting department has sufficient budget authority for the order.
- Warehouse: Reviews the approved requisition, confirms available inventory, and fulfills or communicates regarding the order.

4. Procedure

Ordering Process

1. **Review the Supplies Catalog:** Prior to submitting a request, the requester must review the current Warehouse Supplies Catalog to confirm item availability and catalog numbers. The catalog is available on the AVC Purchasing and Contracts website under Warehouse/Receiving.
2. **Initiate Request in Adobe Sign:** All Warehouse Supplies Requisitions must be processed via Adobe Sign. The requester must use the approved Warehouse Supplies Requisition form.
3. **Complete Form:**
 - a. **Requester Information:** The requester must provide their name in the Requested By field, department name, delivery to room #, order date, date needed, and FOAP information on the Warehouse Supplies Requisition form.
 - b. **Detail the Items:** The requester must list each item using the catalog number, quantity, unit of measure, item description, and unit price. The totals will automatically calculate.
4. **Route for Approvals:** The form must be routed in Adobe Sign to include the approval signatures of both the Dean or Director and the department's assigned Fiscal Services Representative.
5. **Notify the Warehouse:** To ensure the request is processed, all completed forms must be CC'd to warehouse@avc.edu.

6. **Order Fulfillment:** Once the fully approved requisition is received, the Warehouse will process the order and contact the requester to coordinate delivery or pickup.

5. Key Contacts

- Warehouse: Teresa M. Cooper, Coordinator (warehouse@avc.edu | ext. 6606)

6. References and Resources

- Warehouse Supplies Catalog: <https://www.avc.edu/purchasing-and-contracts/warehouse-receiving>
- Warehouse Supplies Requisition Form: <https://www.avc.edu/purchasing-and-contracts/warehouse-receiving>