



**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
WAREHOUSE**

MEMORANDUM

July 1, 2018

TO: Principals and Office Managers
FROM: Jon Aasted, Director of Purchasing
SUBJECT: 2018-2019 Year End Warehouse Requisitions

All year end warehouse requisitions must be entered in Escape or submitted to the Warehouse no later than **June 10th**. All outstanding requisitions, including back-orders, will need to be cancelled at the conclusion of business on **June 17th**. You will be notified if your requisition(s) and/or back orders have been canceled and instructed to re-submit the items on a 2019-2020 warehouse requisition. If you have special needs or an unforeseen emergency, please contact the warehouse to see if arrangements can be made. We'll do our best to accommodate your needs...

If you plan to order supplies from the warehouse before the end of this fiscal year, and it needs prior approval from accounting, the requisitions must be to accounting on or before **June 7th**.

The warehouse will have a few 'down' days for inventory and will be closed from **June 17-21st**.

Please share this information with your teachers and custodial staff.

If you have any questions please contact the warehouse at 805-498-7616.