

WAREHOUSE AND SURPLUS PROPERTY**3.2.2****B. WAREHOUSE USE POLICY****PURPOSE**

The purpose of this policy is to document the appropriate process for the use and user setup of the City of Redlands automated warehouse. The City warehouse is a fully automated warehouse that is available to preauthorized employees 24/7 and houses various MRO (Maintenance, Repair and Operation) items that are used by City employees on a frequent, daily basis in order to complete their work related assignments. All warehouse maintenance functions are managed by the Purchasing Division.

POLICY

Purchasing Division manages all user and inventory related requests. User setup and/or removal are requested by a Department Director or the employee direct Supervisor. Requests regarding newly required products or product related questions shall be directed to the Purchasing Division staff. The use of City warehouse inventory for personal use or gain and/or the removal of inventory for the purpose of taking personal possession or ownership is strictly prohibited!

PROCEDUREPROCEDURES TO REQUEST A NEW USER/USER REMOVAL

1. Department Director or the employee direct Supervisor shall email the Purchasing Division a request for "Warehouse user setup/removal". The email should include the employee full name, ID number and Department and Division information.
2. The Purchasing Division will add/remove users from the automated warehouse system and will notify the requestor when the request has been completed.
3. During the user first use of the automated warehouse, users will have to set-up their 4 digit PIN. This PIN will then become their permanent PIN. During business hours, Purchasing Division staff will be on premises to assist with the initial setup and use.

PROCEDURES TO REQUEST NEW INVENTORY PRODUCT/PRODUCT REMOVAL

1. City staff may request the addition or removal of products from the City automate warehouse inventory. Such request may be:
 - a. Email to the Purchasing Division with a request for "Add/remove warehouse inventory item". The email request should include comprehensive item description and estimated cost, if available/practicable
 - b. Complete a request by completing the "New item request" form located at the front desk of the warehouse entrance.