



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: LAUSD General Stores Distribution Purchase Policy

NUMBER: MEM-6326.0

ISSUER: George Silva, Chief Procurement Officer
Procurement Services Division

Enrique G. Boull't, Chief Operating Officer
Office of the Chief Operating Officer

DATE: July 21, 2014

ROUTING
All Employees
All Locations

PURPOSE: This Memorandum provides updated policy requirements established with the *Buy and Use LAUSD First* Resolution that was adopted by the Board of Education on November 13, 2012. This Resolution requires all schools and offices to purchase daily supplies and materials from the District Warehouse Catalog so school and office budgets can be better utilized for other resources.

GUIDELINES: Schools and offices are required to purchase items available from General Stores Distribution Center (General Stores) rather than through an outside retail vendor for the following reasons:

1. Oversight and Controls
As part of the Procurement Services Division's (PSD) responsibility to comply with the District's Buy and Use LAUSD First Resolution, and assist schools with maximizing their budgets, the PSD staff will be reviewing non-stock and Procurement Card transactions to verify that items available from General Stores are not being purchased from outside vendors. This includes procurement staff "redirecting" the purchase (of lower cost products available from General Stores) from Low Value Purchase Orders to General Stores Stock Transfer Orders (STO). In addition, these records will be subject to audit by the Office of the Inspector General to ensure compliance with the resolution.
2. Pricing
General Stores offers lower prices by taking advantage of LAUSD's large purchasing volume. The Office of Inspector General's (OIG) audit on *Procurement of Common Goods at School Sites*, dated November 26, 2013, determined that schools can save 20 to 40 percent by purchasing selected items from General Stores, rather than purchasing from an outside retail vendor. The General Stores Catalog pricing includes all delivery and sales tax. In addition, General Stores offers a Price Match Program for all items stocked.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

3. Efficiency
Purchasing from General Stores saves staff time by eliminating the need to source out vendors for the best prices, process multiple transactions for items from different product categories, and receive deliveries from multiple vendors. In addition, Goods Receipts are not required for General Stores purchases.
4. Products are Evaluated for Quality and Safety
Products available from General Stores are evaluated by the Procurement buying staff for quality, effectiveness, and useful life considerations. Additionally, the Office of Environmental Health and Safety (OEHS) evaluates products for safety related factors. General Stores carries over 100 various chemicals and cleaning supplies, all approved for school use by the OEHS. General Stores also follows all applicable laws and District policies regarding the procurement of chemicals (i.e., conformance with Prop 65, etc.).
5. Quick and Reliable Delivery
General Stores offers free 3-day standard delivery and will-call (same day pick up) service. Same day and next day deliveries are also available for a nominal fee. All orders are safely delivered by LAUSD drivers who are uniformed, trained, licensed, and monitored.
6. Supplies and Equipment Catalog
Items available from General Stores may be viewed on the General Stores Distribution Online Catalog located at <https://storescatalog.lausd.net/>. Items may also be viewed in the *Supplies & Equipment Catalog*, which is delivered to schools and offices each school year. For additional free copies, place an order using product ID 9661213105, using the standard Requisition Form: http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/95/mmb/Requisition_Form.pdf. Orders for General Stores items may be placed by creating a shopping cart in SAP, or through the LRP Interim Ordering Process at <http://achieve.lausd.net/Page/3257>.

ASSISTANCE: For assistance or further information, please contact:

Procurement Customer Service Unit: (562) 654-9009

Procurement Services Division website: <http://achieve.lausd.net/psd>