

**Sec. 4a-52-22. Central warehouse**

(a) **Requisitioning procedure.** Central warehouse stock items should be requisitioned on a form provided by the Commissioner. This form shall contain the catalog stock number, unit of issue, and the unit price prevailing at the time of printing or requisition.

The applicable pre-itemized requisition form should be submitted separately for each of the following commodity groups:

Group A - refrigerated and frozen products.

Group B - dry stores, food, paints, wrapping paper, electrical fans, anti-freeze, cleaning compounds, etc.,

Group C - stationery, office supplies, State business forms, and paint brushes, Group D - flags, clothing and textiles, Group E - drugs and toiletries.

The requisitioning agency must fill in pertinent information such as the quantity required and total price. The transmittal sheet of the requisitions should be signed by the business manager or other authorized official in the State agency and the requisition should be submitted at least ten days prior to the scheduled shipping date.

(b) **Storage.** The central warehouse maintains and distributes to purchasing agencies commonly-used items such as food, textiles, clothing, office stationery and supplies, forms, laundry and janitorial supplies, drugs and medical supplies, packaging and wrapping materials, paint and brushes, fans, anti-freeze, and toiletries. Only items required by a wide cross-section of purchasing agencies are carried for issue. Items failing to meet general acceptance are discontinued to make room for others that are expected to be in greater demand.

(c) **Distribution.** Items are shipped in accordance with a published schedule. Shipping schedules for a new calendar year are forwarded to agencies approximately one month before the effective date of the new schedules.

Deliveries should be quickly counted by the receiving agency, and compared with quantities recorded on the shipping memo. After the delivered quantities are verified, the receiver should date and sign each copy of the shipping memo. Any discrepancies which are found should be recorded so that the billing invoice may be adjusted accordingly. Every alteration of quantity, as well as additions or deletions on the shipping memo, must be initialed by both the deliverer and the agency receiver.

(Effective September 1, 1992)