Who We Are

The District Warehouse performs a multitude of functions in support of the Sequoia Union High School District community. By utilizing a centralized methodology, we are able to provide such services as: shipping & handling, receiving, delivery, tracking of orders, Intra-district mail service, fixed asset management, surplus, records retention, testing material transference, and donation pick up. In addition, we stock and manage around 300 items within the warehouse, resulting in large annual dollar savings.

We strive to provide you with the very best customer service.

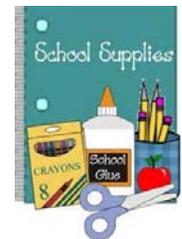**We look forward to working with you!**

Tony Crapo
Director of Purchasing

E-mail: tcrapo@seq.org
(650) 369-1411 x22346

Warehouse

350 James Ave
Redwood City , CA 94062-1098

Warehouse ext 28881
www.seq.org/warehouse

Kerry Walker, Warehouse Supervisor
kwalker@seq.org   x22565

Benito Garcia, Warehouse Delivery Worker
bgarciai@seq.org x28881

Our Services

STOCKED ITEMS

We stock nearly 300 items including: paper, forms, office, classroom and custodial supplies. Our large-volume buying allows us to obtain huge cost savings. It is a quick and convenient way to obtain your supplies. For a complete list of items please go to our website, www.seq.org/warehouse.

MAIL PICK UP & DELIVERY

The Warehouse staff performs Intra-District mail runs three times a week to all 10 sites and the County Office of Education. This run is also utilized for rush orders, Information Services material, book and CUME folder transfers and delivery of Reprographics jobs.

CENTRAL RECEIVING

Freight and other trucks arrive throughout the day delivering merchandise for all sites. The Warehouse is equipped with a loading dock and proper equipment to offload and receive these shipments in a safe environment. Upon receipt, the shipment is verified and inspected for damage. The contents are checked in and any shortages or incorrect items are reported. The Warehouse staff sends the marked receiving copy of the purchase order with a packing list attached to the Accounting Department for prompt payment.

DELIVERIES

Bulk deliveries are made once a week to all sites. This delivery includes all parcels and is utilized for large exchanges such as book transfers, returns, recycling, and D.R. pallet pick ups. The Warehouse is always accommodating for special deliveries in the case of emergencies.

TESTING MATERIALS

The Warehouse is the central receiving and shipping location for all testing materials for the Assessment and Evaluation Department. The handling of the tests which include STAR, (CST, APA, Apernda 3), EAP, PFT, IB, AP, MARS, CELDT, and CAHSEE, occur nine months out of the year. The precise tracking and subsequent record keeping of the movements of these tests is imperative and a service the Warehouse provides.
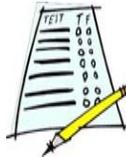
FIXED ASSETS

The Warehouse staff is responsible for the District's compliance with Ed Code 351.68 which requires us to establish and maintain a historical inventory system for items of equipment whose current market value exceeds $500. They achieve this by physically tagging and recording asset numbers and equipment serial numbers on all equipment to which this pertains. This information is then logged and recorded into our Fixed Assets Program.

SURPLUS/OBSOLETE ITEMS

After Board approval, the warehouse will pick up the materials from the site and handle the disposal in compliance with the respective Ed. Codes. All fixed asset items are verified and removed from the District's inventory.

DELIVERY SCHEDULE

INTRA-DISTRICT MAIL

MONDAY, WEDNESDAY, & FRIDAY AFTERNOONS

Sites include:

Sequoia H.S, Carlmont H.S., Redwood H.S., TRACE, Sequoia Adult School, Menlo-Atherton H.S., Woodside H.S., Our Common Ground, Community Day School, Cañada Middle College and East Palo Alto Academy

SITE BULK DELIVERIES

Tuesdays: Carlmont, Sequoia, Redwood, TRACE

Thursdays: Adult School, Menlo-Atherton, Woodside, Our Common Ground, Community Day School, Cañada Middle College, East Palo Alto Academy