

HOBBS MUNICIPAL SCHOOLS
WAREHOUSE (Delivery Department)

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The Warehouse (Delivery Department) is responsible for delivering hot meals to our students, as well as orders and requisitions, district-wide.

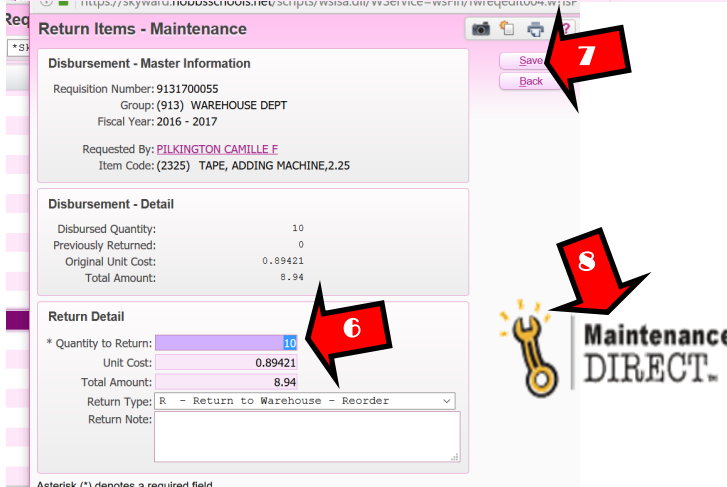
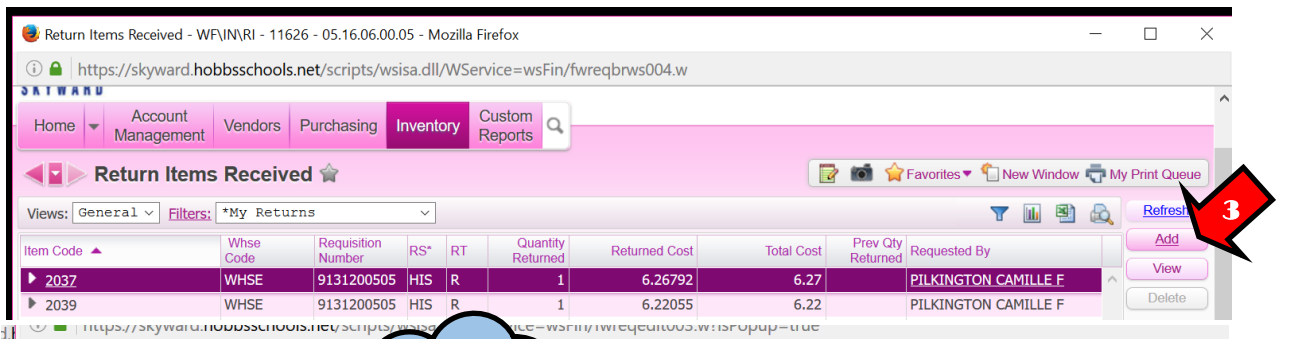
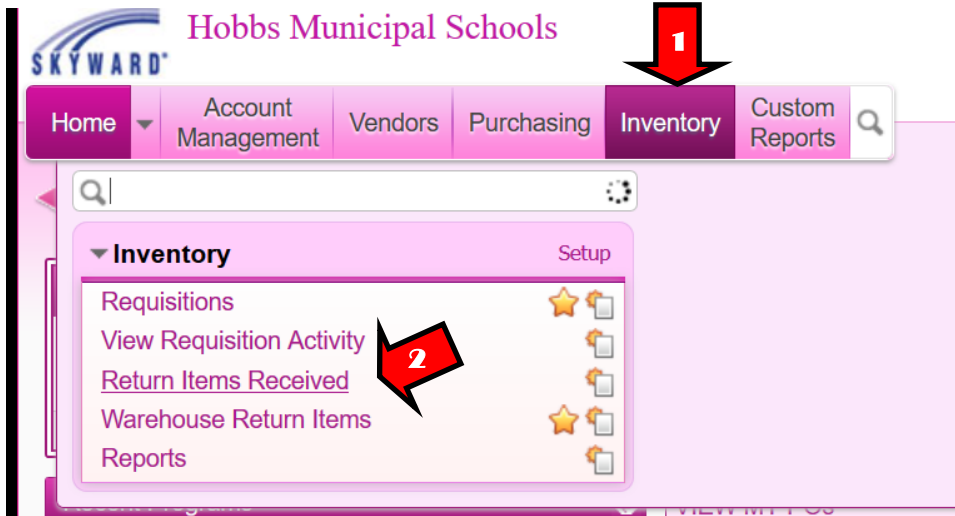
WAREHOUSE HOT LUNCH DELIVERY

1. One of the main priorities of the Warehouse is to safely deliver hot lunches to all students. Please make sure your custodians are available to assist the delivery personnel with the unloading and loading of food carts.

WAREHOUSE STOCK ORDERING/RETURNING

1. The Warehouse is not authorized to release any items without a Skyward requisition.
 - a. After the secretary enters the requisition on Skyward, it will be electronically routed to the principal {and/or other administrative personnel} for approval; then e-routed to the Warehouse. ***So please plan ahead.***
2. Please make sure you complete **all** WIP-Status (work-in-progress) requisitions by the end of each day, to eliminate the holding up of WH stock.
3. On occasion, the wrong item will be delivered.
 - a. If the item was ordered **correctly**, please call the Warehouse and advise of the situation. They will pick up the incorrect item, and deliver the correct item.
 - b. If the item was **incorrectly** ordered, please follow the procedures below:
 - i. Submit a work order to pick up the item for return to Warehouse stock. (The Warehouse can only accept returned items purchased in the current Fiscal Year.)
 - ii. Enter a "Return Items Received" on Skyward {WF\IN\RI}. (For complete printed instructions, please email ramosk@hobbsschools.net.)
 1. It may take several days before you see a credit in your account.
 - iii. If you need to order another item to replace the incorrect item, please submit a new requisition.

RETURN ITEMS RECEIVED



1. Click **Inventory**
2. Click **Return Items Received**
3. Click **Add**
4. Locate/highlight item you need to return
5. Click **Select**
6. Enter quantity you wish to return
7. Click **Save**
8. Submit a Work Order to have return items picked up

Please Note: It may take several days/weeks before you see the money hit your account. If questions, please contact Warehouse.
 Thanks!