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**2018-2019 WAREHOUSE ROUTES**

<i>JOHNNY</i>	<i>BRAD</i>	<i>HENRY</i>	<i>JOHN G</i>
<u>MONDAY</u>	<u>MONDAY</u>	<u>MONDAY</u>	<u>MONDAY</u>
RIO* BUSH* PITTMAN S.E.C.A./VAPA	ADAMS* KINGSTON* CURR/LANG	ELMWOOD* HENRY* MERLO	VICTORY* WEBER TECH STOCKTON ALT JANE FREDERICK CHANNEL STREET
<u>TUESDAY</u>	<u>TUESDAY</u>	<u>TUESDAY</u>	<u>TUESDAY</u>
HAMILTON* MONTEZUMA* NIGHTINGALE	MARSHALL* SAN JOAQUIN* WASHINGTON	HOOVER* SKILLS* ST. BERNADETT	TAFT* TAYLOR* SPANOS
<u>WEDNESDAY</u>	<u>WEDNESDAY</u>	<u>WEDNESDAY</u>	<u>WEDNESDAY</u>
FRANKLIN* ROOSEVELT* HEALTH CAREERS POLICE	CHAVEZ* PEYTON* ADMIN	STAGG* WALTON* PACIFIC LAW KOHL	EDISON* N.A.I.C SPECIAL ED
<u>THURSDAY</u>	<u>THURSDAY</u>	<u>THURSDAY</u>	<u>THURSDAY</u>
GRUNSKY* HARRISON* WILSON	MADISON* TYLER*	HAZELTON* MCKINLEY* HUERTA	AUGUST* KING* TRANSPORTATION PLAN/MAINT/GROUNDS
<u>FRIDAY</u>	<u>FRIDAY</u>	<u>FRIDAY</u>	<u>FRIDAY</u>
FREMONT* FILLMORE* HEALTH SERV	KENNEDY* PULLIAM*	CLEVELAND* EL DORADO* P.Y.A. ADULT ED.	VAN BUREN* MONROE* FOOD SERVICE PURCHASING

**BusinessPLUS**  
a PLUS 360 Application

**SUSD Production Account**

Home All  
Home Change Content Change Layout

**WorkFlow Tasks**

Out of office?   
[Purchase Requisition Pending](#)

**DocumentsOnline**

- [Business Plus Reports](#)
- [CDD Reports](#)

**DocumentsOnline**

- [Business Plus Reports](#)
- [CDD Reports](#)

**Purchasing Dept Activities**

**Activities**

- [Purchase Requests](#)
- [Receiving Information](#)
- [Create/Update Orders](#)
- [Create/Update Transfers Set](#)
- [BUDACT\\_GL\\_SUSD\\_SM\\_BA120301\\_TDP - Budget to Actual with Encumbrances NOPAGEBREAKS](#)
- [Employee Credit Leave Report](#)

BACK ON THE HOME PAGE

➤ **PAGE COMMAND OPTIONS** FOR CREATING AND REVIEWING ORDERS

Order ID:  ADD  Description:   
Primary Warehouse:

Order ID:

Find/Search Ctrl+F  
Find Extended  
Count Records

**SIX STEPS TO CREATING YOUR STORES ORDER: ON YOUR Main TAB**

- 1. ORDER ID, click ellipse
- 2. DESCRIPTION, purpose of request
- 3. REQUESTED BY,
- 4. REQUESTED DATE
- 5. REQUIRED DATE,
- 6. CUSTOMER ID/SITE CODE

**ONCE ENTRIES ARE FILLED CLICK YOUR Items TAB**

THE **BLUE** ARROWS POINT TO THE ONLY INFORMATION NEEDED

➤ AFTER EACH ENTRY PRESS ENTER

**PLEASE NOTE:**

- AS MANY ITEMS AS NEEDED MAY BE ENTERED IN ON THIS PAGE
- IF YOU RECEIVE A MESSAGE INDICATING THAT INVENTORY STOCK IS OUT, PRESS ENTER AGAIN AND THE ITEM WILL BE LOGGED IN AS BACK ORDERED

SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<b>Prod ID</b>	<b>Description</b>	<b>UN</b>	<b>.</b>	<b>Cost</b>
0010010	BOX, MOVING STORAGE CARTON 10/	PKG	.	22.67
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	.	20.12
0010560	FLAG, U.S., OUTDOOR,	EAC	.	0.00
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	.	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	.	1.35
0001690	CHIPBOARD, 9" X 12",	PKG	.	8.39
0002310	POSTER PAPER, ASSORTED COLORS	PKG	.	5.29
0014700	FILM, LAMINATE, 25" X 500'	ROL	.	16.07
0014702	TRANSPARENCY, TYPE E (COPIER)	BOX	.	15.32
0014858	INK,BLACK,RISO,S539 GR SERIES	CAS	.	55.01
0014859	INK,BLACK,RISO,S569,RC/RA4000	CAS	.	292.01
0014963	LAMP, PROJECTION, ENX-5	EAC	.	4.36
0015050	MASTERS, DUPLO 31S	CAS	.	391.91
0015060	INK, DUPLO 21L,220L,31S,DP4035	CAS	.	267.05
0015062	INK, DUPLO 330L, 330LE	CAS	.	257.24
0015063	<b>MASTERS, DUPLO S510, U510</b> <b>YOU CAN NOW ORDER THIS</b> <b>DIRECT FROM THE VENDOR</b>	VENDOR V095273		
0015091	MASTERS,RISO,#S568,RC/RA4000	CAS	.	408.81
0015099	MASTERS,RISO,S3879LA GR SERIES	CAS	.	124.31
<b>HEALTH SERVICE SUPPLIES:</b>				
17003	MOUSE, LOGITECH MARTHON #M705	EAC	.	38.15
17004	MOUSE, CONTOUR ROLLER, #RM-RED	EAC	.	279.02
17005	DOCUMENT HOLDER, 18" #VU18DC	EAC	.	72.5
17006	HEADSET, WIRELESS, #CS510	EAC	.	61.26
0025030	APPLICATORS, COTTON TIPPED, 6"	BOX	.	6.07
0025065	BANDAGE, TRIANGLE, BOX OF 12	BOX	.	3.53
0025070	BAND AIDS, PLASTIC, PLAIN	BOX	.	2.95
0025080	BAND AIDS, PLASTIC, 3/8" X 1-1	BOX	.	1.12
0025085	BAND AIDS, PLASTIC, 2" X 4-1/2	BOX	.	3.17
<b>0025090</b>	<b>GLOVES, POLY ONE SIZE, 100 PAC</b>			0.82

NEW

SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<b>Prod ID</b>	<b>Description</b>	<b>UN</b>	<b>.</b>	<b>Cost</b>
0025135	COTTON BALLS, 300 COUNT	PKG	.	2.23
0025140	PILLOW COVER, 20" X 30",	PKG	.	42.16
0025149	EXAM TABLE TISSUE, 28" X 48"	EAC	.	177.67
0025150	GAUZE PADS, STERILE,	BOX	.	3.00
0025160	GAUZE PADS, STERILE, 3" X 3"	BOX	.	4.27
0025165	GAUZE PADS, STERILE, 4" X 4"	BOX	.	5.17
0025167	ICE PACK,3"X5" BLUE ICE	EAC	.	0.33
0025168	ICE PACK,4"X6" BLUE ICE	EAC	.	0.67
0025171	FIRST AID KIT, EMPTY	EAC	.	4.26
0025174	<b>FACIAL TISSUE, 100 COUNT</b>	CAS	.	13.08
0025175	<b>BAG, ZIP LOCK, 1 QT 500/BX</b>	BOX	.	16.90
0025201	SANITARY NAPKINS, BELTLESS, 25	CAS	.	27.55
0025205	ICE PACK, KWIK KOLD, JR.	EAC	.	0.45
0025206	ICE PACK, KWIK KOLD, REG.	EAC	.	0.51
0025207	MICROSHIELDS, C.P.R., POCKET S	EAC	.	6.65
0025212	SHARPS CONTAINER 1 GALLON	EAC	.	3.07
0025214	THERMOMETER, FEVER, DIGITAL	EAC	.	4.77
<b>0025215</b>	<b>THERMOMETER COVERS SURETEM</b>	<b>PAC</b>	<b>.</b>	<b>10.77</b>
0025216	COVER, THERMOMETER, DIGITAL	BOX	.	3.15
0025220	TWEEZERS, SPLINTER	EAC	.	2.28
0025252	ANTISEPTIC SOLUTION, BACTINE	BTL	.	6.25
0025260	TONGUE BLADE, DEPRESSOR 100/PK	PKG	.	3.72
0025265	VASELINE, INDIV. TUBE SIZE	TUB	.	1.52
0025270	WIPES,(BABY) TOWELETTE, 80/PKG	CAS	.	25.30
0025273	WIPES, FLUSHABLE PERSONAL	CAS	.	22.88
0025280	SAFETY VEST W/POCKETS, S/MED	EAC	.	8.45
0025281	SAFETY VEST W/POCKETS, L/XL	EAC	.	8.45
0025283	SAFETY VEST W/POCKETS, 2XL	EAC	.	16.35
0025284	SAFETY VEST W/POCKETS, 3XL	EAC	.	16.35
0025285	SITE VEST, LIME W/POCKETS, SM/MED	EAC	.	8.18

SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0025285	SITE VEST, LIME W/POCKETS, L	EAC	.	8.18
0025287	SITE VEST, LIME W/POCKETS, XLG	EAC	.	13.07
0025289	SITE VEST, LIME W/POCKETS, 3XLG	EAC	.	12.43
0025292	SITE VEST, LIME W/POCKETS, 4XLG	EAC	.	19.57
0025293	SITE VEST, LIME W/POCKETS, 5XLG	EAC	.	19.56
<b><u>PRINTED FORMS:</u></b>				
PLEASE NOTE: PRINTED FORMS THAT ARE NO LONGER LISTED CAN BE ORDERED THROUGH REPROGRAGHICS				

### **MULTIPURPOSE PAPER**

0031292	ENVELOPE, BUSINESS, WHT	BOX	.	4.00
0031293	ENVELOPE, BUSINESS, WHT	BOX	.	4.00
0031370	TAGBOARD, MANILA, 3-1/2" X 10"	PKG	.	9.18
<b>0031430</b>	<b>MULTIPURP PAPER,8-1/2X11 WHITE new unit size</b>	<b>CAS</b>	.	<b>27.85</b>
0031432	MULTI PURPOSE PAPER, <b>BUFF, 20#</b>	REA	.	4.88
0031433	MULTI PURPOSE PAPER, <b>BLUE, 20#</b>	REA	.	4.89
0031434	MULTI PURPOSE PAPER, <b>CANARY, 2</b>	REA	.	5.24
0031435	MULTI PURPOSE PAPER, <b>GOLD/GLDN</b>	REA	.	4.89
0031436	MULTI PURPOSE PAPER, <b>GREEN, 20</b>	REA	.	4.89
0031437	MULTI PURPOSE PAPER, <b>PINK, 20#</b>	REA	.	5.32
0031438	MULTI PURPOSE PAPER, <b>SALMON, 2</b>	REA	.	5.30
0031439	MULTI PURPOSE PAPER, <b>CHERRY, 2</b>	REA	.	5.21



SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0031452	BOOK TEXT STOCK, BLUE	REA	.	9.80
0031453	BOOK TEXT STOCK, GOLD	REA	.	9.80
0031454	BOOK TEXT STOCK, GREEN	REA	.	9.80
0031455	BOOK TEXT STOCK LIME GREEN	REA	.	9.80
0031456	BOOK TEXT STOCK, ORANGE	REA	.	9.80
0031457	BOOK TEXT STOCK, RED	REA	.	9.80
0031458	BOOK TEXT STOCK, YELLOW	REA	.	9.80
0031461	MULTIPURP PAPER,8-1/2X14 WHITE	REA	.	4.21
0031462	MULTI-PURP PAPER, 11X17, WHITE	REA	.	8.95
0800001	MULTI PURPOSE PAPER, <b>3-HOLE</b>	REA	.	4.36

### **MEETING SUPPLIES**

<b>0026001</b>	<b>*NEW, NUEVO, TSHIAB, BAGO*</b> <b>WATER 16.9oz 24PK</b>	CAS	.	<b>4.83</b>
<b>0026002</b>	<b>*NEW, NUEVO, TSHIAB, BAGO*</b> <b>WATER 8oz 28PK</b>	CAS	.	<b>5.95</b>
0090267	PLATE, 9", 125/PKG	PKG	.	4.04
0090268	COFFEE STIRRERS, 1000/BOX	BOX	.	1.60
0090271	COFFEE, DECAFFINATED, REGULAR	EAC	.	8.54
0090272	NAPKINS, WHITE, 9-3/8 X 9-3/8"	PKG	.	3.18
0090273	COFFEE, 36 SINGLE POT SERVING	PKG	.	24.53
0090274	COFFEE, REG, ROAST 8oz	EAC	.	5.41
0090275	COFFEE, PREMIUM , ROAST 20oz	EAC	.	10.00
0090278	PLATE, 6", 125/PKG	PKG	.	2.59
0090280	CUTLERY, FORKS, PLASTIC	PKG	.	4.04
0090281	CUTLERY, SPOONS, PLASTIC	PKG	.	4.03
0090282	CUTLERY, KNIVES, PLASTIC	PKG	.	4.03
0090393	CREAMER, COFFEE, 12 OZ.	EAC	.	2.76
0091580	SUGAR PACKETS, 1000/BOX	BOX	.	19.77
0094047	CUP, STYROFOAM, 10 OZ, 1000/CA	CAS	.	32.15
0095060	CUP, 5 OZ., WATER, NON-PLEATED	TUB	.	4.68

SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0095100	CUP, COLD, 9 OZ, 100/TUBE	TUB	.	2.40
SUSD PRODUCT CODES	<b>ATHLETIC SUPPLIES</b>	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0006011	BEAN BAG, 5" X 5"	EAC	.	0.67
0006030	BASKETBALL, INTERMEDIATE	EAC	.	4.56
0006031	BASKETBALL, REGULATION, P.E.	EAC	.	4.79
0006040	BASKETBALL, JR.	EAC	.	4.67
0006070	FOOTBALL, RUBBER W/RUBBER	EAC	.	4.53
0006130	PLAYGROUND BALL, 6"	EAC	.	2.69
0006140	PLAYGROUND BALL, 7"	EAC	.	2.92
0006150	PLAYGROUND BALL, 8-1/2"	EAC	.	3.05
0006160	PLAYGROUND BALL, 10"	EAC	.	3.71
0006170	PLAYGROUND BALL, 13"	EAC	.	8.41
0006179	SOCCERBALL,#5 REGULATION SIZE	EAC	.	4.04
0006265	TETHERBALL, RUBBER	EAC	.	7.59
0006280	VOLLEYBALL, RUBBER	EAC	.	3.82
0006333	BELT, TAG-A-FLAG, YELLOW	EAC	.	1.09
0006334	BELT, TAG-A-FLAG, RED	EAC	.	1.08
0006391	CHESS & CHECKERS GAME SET	SET	.	11.77
0006575	NEEDLE, INFLATOR, BALL	EAC	.	0.19
0006590	NET, BADMINTON 21' X 30",	EAC	.	5.24
0006790	ROPE, NYLON, TETHERBALL	EAC	.	19.61
0006791	JUMP ROPE, COTTON #10, 100'	EAC	.	19.12
0006794	JUMP ROPE, SEGMENTED 8'	EAC	.	4.80
0006798	JUMP ROPE, SEGMENTED 16'	EAC	.	4.45
0006921	SNAP HOOK, TETHERBALL, 3"	EAC	.	2.17
0007040	WHISTLE, METAL, W/WOODEN BALL	EAC	.	0.87

SUSD  
PRODUCT  
CODES

## **CUSTODIAL SUPPLIES**

ORDER  
PROPERTIES

<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0010027	WASTE BASKET LINER, PLASTIC	CAS	.	20.16

SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<b>Prod ID</b>	<b>Description</b>	<b>UN</b>	<b>.</b>	<b>Cost</b>
0010068	SOAP, HANDWASH, FOAM FMX	CAS	·	22.70
0010069	DISPENSER, SOAP	EAC	·	0.00
0010415	TOILET SEAT COVER, 1/2 FOLD	CAS	·	23.54
0010465	DISPENSER, FOR TOILET SEAT COV	EAC	·	11.88
0010471	DISPENSER, ROLL TISSUE, DUAL R	EAC	·	64.30
0010475	DISPENSER, FOR ROLL TOWELS	EAC	·	54.38
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	·	25.84
0010560	FLAG, U.S., OUTDOOR,	EAC	·	31.96
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	·	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	·	1.35
0011128	LAMP, FLUORESCENT, COMPACT,	EAC	·	4.47
0011131	LAMP FLUORESCENT, 34W, 48", T1	CAS	·	54.96
0011137	LAMP FLUORESCENT, LOW WATTAGE,	EAC	·	1.84
0011138	LAMP, FLUORESCENT, 18 WATT,	EAC	·	8.42
0011139	LAMP FLUORESCENT, T8, 48" 30/CASE	CAS	·	90.58
0011140	LAMP, FLUORESCENT, 7 WATT,	EAC	·	2.55
<b>0011153</b>	<b>LINER, 33 GAL. GARBAGE CAN</b>	<b>BOX</b>	·	<b>17.94</b>
<b>0011154</b>	<b>LINER, 44 GAL.GARBAGE CAN</b>	<b>CAS</b>	·	<b>26.44</b>
0011158	LINER,RED,BIOHZRD,33 GAL 25/RL	ROL	·	15.26
0011159	LINER,RED,BIOHZRD,44 GAL,10/RL	ROL	·	7.63
0011161	RECEPTACLE, SANITARY NAPKIN	EAC	·	40.48
0011363	GLOVES, VINYL, MED CLR, 100/BOX	EAC	·	10.56
0011364	GLOVES, VINYL, LRG CLR, 100/BOX	EAC	·	10.70
0011365	GLOVES, VINYL, XLG CLR, 100/BOX	EAC	·	5.01
0011366	GLOVES, VINYL, SM CLR, 100/BOX	EAC	·	5.01
0011530	VACUUM FILTER BAG,10/PKG,KRCHR	PKG	·	10.35
0011635	DISINFECTANT, AEROSOL SPRAY	CAS	·	43.91
0011740	<b>TOILET TISSUE, 2-PLY, 80 ROLLS</b>	CAS	·	33.01
0011780	<b>TOWEL, ROLL, 12 ROLL/CASE, 7"</b>	CAS	·	26.38

SUSD PRODUCT CODES	<b>GENERAL SUPPLIES</b>	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0011830	WAX STRIPPER, NON-AMMONIATED,	EAC	·	27.25
0011850	FLOOR WAX, 2 X 2.5 GAL/CASE	CAS	·	41.10
0011852	FLOOR WIWAX, MONDO 1 GAL	GAL	·	21.80
0011853	FLOOR CLEANER, MONDO 1 GAL	GAL	·	14.14
0011854	FLOOR WAX, 5 GAL/CS, CAREFREE	CAS	·	102.35
0011616	8, SUPER SHINE ALL, 2.5L	EAC	·	19.61
0011617	32 SUPROX DSNFCTNT CLR 2.5L	EAC	·	19.82
0011618	37 SUPROX HEAVY 2.5L	EAC	·	18.95
0011619	39-SUPROX GLASS & FLOOR 2.5L	EAC	·	18.95
0011621	ENZYME, ENTRAL, CHERRY ALMOND	EAC	·	10.68
0011622	38-SUPROX MULTI PURPOSE	EAC	·	20.16