



Newly updated
9/2019



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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	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0010010	BOX, MOVING STORAGE CARTON 10/	PKG	.	22.67
0010062	SOAP, HAND, REGULAR, 1-LITER	CAS	.	33.56
0010064	DISPENSER, SOAP, 1-LITER, GRAY	EAC	.	0.00
0010065	DISPENSER, SOAP, 1-LITER, FACE	EAC	.	0.00
0010067	DISPENSER, HAND SANITIZER	EAC	.	0.00
0010204	GARBAGE CAN, 32 GAL, PLASTIC	EAC	.	26.01
0010355	CLEANER FOR VIDEO AND COMPUTER	EAC	.	3.59
0010420	CUP, PAPER, WATER, 3 1/2 OZ,	TUB	.	3.72
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	.	20.12
0010560	FLAG, U.S., OUTDOOR,	EAC	.	15.63
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	.	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	.	1.35
0010961	GLOVES, NITRIL POWDER-FREE SM	BOX		4.20
0010962	GLOVES, NITRIL POWDER-FREE MD	BOX		4.20
0010964	GLOVES, NITRIL POWDER-FREE LGE	BOX	.	4.20
0010963	GLOVES, NITRIL POWDER-FREE XLG	BOX		4.2
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	MASTERS, DUPLO S510, U510 YOU CAN NOW ORDER THIS DIRECT FROM THE VENDOR	VENDOR V095273		
0015065	MASTERS, DUPLO F510	CAS	.	382.59
0015091	MASTERS,RISO,#S568,RC/RA4000	CAS	.	408.81

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0015099	MASTERS,RISO,S3879LA GR SERIES	CAS	.	124.31
0017080	Information services PHONE LINE			
0017081	Information services PHONE LINE	EAC	.	0.00
0025025	ALCOHOL, ISOPROPYL	PINT	.	1.16
0025030	APPLICATORS, COTTON TIPPED, 6"	BOX	.	3.55
0025065	BANDAGE, TRIANGLE, BOX OF 12	BOX	.	4.12
0025070	BAND AIDS, PLASTIC, PLAIN	BOX	.	0.84
0025080	BAND AIDS, PLASTIC, 3/8" X 1-1	BOX	.	0.79
0025085	BAND AIDS, PLASTIC, 2" X 4-1/2	BOX	.	2.36
0025135	COTTON BALLS, 300 COUNT	PKG	.	1.03
0025140	PILLOW COVER, 20" X 30",	PKG	.	24.96
0025143	TISSUE, EXAM TABLE 24" X 48"	CAS	.	184.60
0025147	GLOVES, VINYL POWDER-FREE LGE	BOX	.	4.58
0025148	GLOVES, VINYL POWDER-FREE XL	BOX	.	4.94
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	.	3.43
0025165	GAUZE PADS, STERILE, 4" X 4"	BOX	.	5.18
0025167	ICE PACK,3"X5" BLUE ICE	EAC	.	0.57
0025168	ICE PACK,4"X6" BLUE ICE	EAC	.	0.60
0025170	FACIAL TISSUE, 100 COUNT	BOX	.	0.49
0025171	FIRST AID KIT, EMPTY	EAC	.	4.26
0025172	GLOVE, POWDER-FREE VINYL, MED	BOX	.	4.52
0025201	SANITARY NAPKINS, BELTLESS, 25	CAS	.	23.96
0025205	ICE PACK, KWIK KOLD, JR.	EAC	.	0.36
0025206	ICE PACK, KWIK KOLD, REG.	EAC	.	0.95
0025207	MICROSHIELDS, C.P.R., POCKET S	EAC	.	1.19
0025210	SCISSORS, SURGICAL, CHROME 5-1	PAI	.	1.29
0025212	SHARPS CONTAINER 1 GALLON	EAC	.	3.16
0025214	THERMOMETER, FEVER, DIGITAL	EAC	.	2.46

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0025216	COVER, THERMOMETER, DIGITAL	BOX	.	3.19
0025220	TWEEZERS, SPLINTER	EAC	.	0.50
0025252	ANTISEPTIC SOLUTION, BACTINE	BTL	.	4.00
0025260	TONGUE BLADE, DEPRESSOR 100/PK	PKG	.	1.36
0025265	VASELINE, INDIV. TUBE SIZE	TUB	.	0.62
0025267	DISINFECTANT WIPE, 160/TUB	TUB	.	6.09
0025270	WIPES,(BABY) TOWELETTE, 80/PKG	CAS	.	26.82
0025273	WIPES, FLUSHABLE PERSONAL	CAS	.	22.88
0025284	SAFETY VEST W/POCKETS, 3XL	EAC	.	16.35
0025287	SITE VEST, LIME W/POCKETS, XLG	EAC	.	13.07
0025293	SAFETY VEST W/POCKETS, 5XL	EAC	.	19.57

PRINTED FORMS:

PLEASE NOTE:
PRINTED FORMS THAT ARE NO
LIONGER LISTED CAN BE ORDERED THROUGH
REPROGRAGHICS

0028167	REPORT CARD ENVELOPE, SPANISH	PKG	.	1.64
0028170	ENGLISH LEARNERS CUM FOLDER	BOX	.	24.51
0028290	PHOTO CARD, STUDENT, 8 1/2" X	PKG	.	4.63
0028415	STUDENT REG. FORM (CR-4)	PKG	.	4.32
0028695	PERMIT TO LEAVE SCHOOL	PKG	.	5.22
0028767	RECEIPT BOOK, SUSD	EAC	.	2.67
0028880	SEND SLIPS, YELLOW, 100/PAD	PAD	.	5.13
0028885	SEND SLIP, BLUE, 100/PAD	PAD	.	5.17
0028890	SEND SLIPS, PINK, 500/PKG	PKG	.	2.46

MULTIPURPOSE PAPER

0031370	TAGBOARD, MANILA, 3-1/2" X 10"	PKG	.	9.18
0031430	MULTIPURP PAPER,8-1/2X11 WHITE new unit size	CAS	.	31.13
0031432	MULTI PURPOSE PAPER, BUFF, 20#	REA	.	4.86

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0031433	MULTI PURPOSE PAPER, BLUE, 20#	REA	.	4.89
0031434	MULTI PURPOSE PAPER, CANARY, 2	REA	.	5.15
0031435	MULTI PURPOSE PAPER, GOLD/GLDN	REA	.	4.89
0031436	MULTI PURPOSE PAPER, GREEN, 20	REA	.	4.89
0031437	MULTI PURPOSE PAPER, PINK, 20#	REA	.	5.28
0031438	MULTI PURPOSE PAPER, SALMON, 2	REA	.	5.15
0031439	MULTI PURPOSE PAPER, CHERRY, 2	REA	.	5.05
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	.	4.20
0031462	MULTI-PURP PAPER, 11X17, WHITE	REA	.	9.38
0800001	MULTI PURPOSE PAPER,	REA	.	4.35
0800080	PAPER, WHITE, 9-1/2 X 11, 2-PL	CAS	.	52.97

MEETING SUPPLIES

0090267	PLATE, 9", 125/PKG	PKG	.	4.04
0090268	COFFEE STIRRERS, 1000/BOX	BOX	.	1.63
0090271	COFFEE, DECAFFINATED, REGULAR	EAC	.	8.54
0090272	NAPKINS, WHITE, 9-3/8 X 9-3/8"	PKG	.	2.79
0090273	COFFEE, 36 SINGLE POT SERVING	PKG	.	24.53

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0090274	COFFEE, REG, ROAST 8oz	EAC	.	4.65
0090278	PLATE, 6", 125/PKG	PKG	.	2.73
0090280	CUTLERY, FORKS, PLASTIC	PKG	.	4.04
0090281	CUTLERY, SPOONS, PLASTIC	PKG	.	4.03
0090282	CUTLERY, KNIVES, PLASTIC	PKG	.	0.70
0090393	CREAMER, COFFEE, 12 OZ.	EAC	.	2.91
0094047	CUP, STYROFOAM, 10 OZ, 1000/CA	CAS	.	29.75
0095060	CUP, 5 OZ., WATER, NON-PLEATED	TUB	.	3.27
0095100	CUP, COLD, 9 OZ, 100/TUBE	TUB	.	2.40
SUSD PRODUCT CODES	ATHLETIC SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0006010	BEAN BAG, 5" X 5"	EAC	.	0.69
0006030	BASKETBALL, INTERMEDIATE	EAC	.	4.49
0006031	BASKETBALL, REGULATION, P.E.	EAC	.	4.79
0006040	BASKETBALL, JR.	EAC	.	4.72
0006070	FOOTBALL, RUBBER W/RUBBER	EAC	.	4.54
0006130	PLAYGROUND BALL, 6"	EAC	.	2.74
0006140	PLAYGROUND BALL, 7"	EAC	.	2.92
0006150	PLAYGROUND BALL, 8-1/2"	EAC	.	3.11
0006160	PLAYGROUND BALL, 10"	EAC	.	3.60
0006170	PLAYGROUND BALL, 13"	EAC	.	8.61
0006179	SOCCERBALL,#5 REGULATION SIZE	EAC	.	4.04
0006265	TETHERBALL, RUBBER	EAC	.	8.65
0006280	VOLLEYBALL, RUBBER	EAC	.	3.70
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	.	18.12

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0006791	JUMP ROPE, COTTON #10, 100'	EAC	.	15.09
0006794	JUMP ROPE, SEGMENTED 8'	EAC	.	6.46
0006798	JUMP ROPE, SEGMENTED 16'	EAC	.	3.21
0006920	HARNESS, SNAP SMALL, 1/2"	EAC	.	3.00
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	.	15.92
0010068	SOAP, HANDWASH, FOAM FMX	CAS	.	18.90
0010064	DISPENSER, SOAP	EAC	.	0.00
0010465	DISPENSER, FOR TOILET SEAT COV	EAC	.	4.90
0010471	DISPENSER, ROLL TISSUE, DUAL R	EAC	.	43.59
0010475	DISPENSER, FOR ROLL TOWELS	EAC	.	39.18
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	.	20.12
0010560	FLAG, U.S., OUTDOOR,	EAC	.	15.63
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	.	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	.	1.35
0011126	LAMP, FLUORESCENT, U-SHAPE,	EAC	.	0.00
0011127	LAMP, FLUORESCENT, COMPACT,	EAC	.	4.88
0011128	LAMP, FLUORESCENT, COMPACT,	EAC	.	4.47
0011129	LAMP, FLUORESCENT, T8, 24"	CAS	.	59.12
0011130	LAMP, COMPACT FLUORESCENT,40W	EAC	.	5.81
0011131	LAMP FLUORESCENT, 34W, 48", T1	CAS	.	48.71
0011135	LAMP, FLUORESCENT, COMPACT,	EAC	.	10.35
0011137	LAMP FLUORESCENT, LOW WATTAGE,	EAC	.	1.84
0011138	LAMP, FLUORESCENT, 18 WATT,	EAC	.	4.38
0011139	LAMP FLUORESCENT, 48" 30/CASE	CAS	.	75.83
0011140	LAMP, FLUORESCENT, 7 WATT,	EAC	.	0.00

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	·	<u>Cost</u>
0011141	LAMP INCANDESCENT, 15W, IF	EAC	·	0.39
0011143	LAMP INCANDESCENT, 100W, IF	EAC	·	0.57
0011145	LAMP INCANDESCENT, 200W, IF	EAC	·	1.10
0011156	LINER, 33 GAL. GARBAGE CAN	BOX	·	17.87
0011157	LINER, 44 GAL.GARBAGE CAN	CAS	·	20.60
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	·	18.69
0011510	SHAMPOO, CARPET, FOR	EAC	·	0.00
0011530	VACUUM FILTER BAG,10/PKG,KRCHR	PKG	·	32.54
0011740	TOILET TISSUE, 2-PLY, 80 ROLLS	CAS	·	30.52
0011780	TOWEL, ROLL, 12 ROLL/CASE, 7"	CAS	·	25.56
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