

Orange County Community and Family Services Department

Head Start Division

# Standard Operating Procedures

## Section 12 Fiscal

Reviewed/Revised: February 10, 2026

Approved by Policy Council Chair

Signature: *Sharon Jacob*

Printed Name: Sharon Jacob

Date: 3/26/2026

Approved by Board of County Commissioners Designee

Signature:

Printed Name: Jerry L. Demings, Orange County Mayor

Date:

Head Start Program Performance Standards 1301.2(b)(2), 1301.3(c)(2), 1302.102, Section 642(d)(2)

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**Warehouse Procedures**

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**STANDARD OPERATING PROCEDURES**

**I. Purchases and Delivery - 45CFR 75.320, 75.321**

1. When purchasing consumables, supplies, equipment, the Fiscal Officer will create a purchase order in Maximo.
2. Upon delivery of the merchandise to the warehouse:
  - a. Warehouse Specialist will obtain the delivery packing slip and compare the delivery slip to the items in the Maximo purchase order to verify what was received.
  - b. Upon verification, Warehouse Specialist will contact the Fiscal Officer to close the "Purchase Order".
  - c. Items will then be available in Maximo to fulfill orders.
  - d. Warehouse Specialist will send the packing slip to fiscal to process final invoice for payment.
  - e. Warehouse Specialist will place items in the correct bin. If the item is new, the Warehouse Specialist will create a bin and place items in it.

**II. Maximo - 45CFR 75.320, 75.321**

1. The following procedures must be followed for the delivery of Maximo items:
  - a. Center Supervisor will submit a Maximo Order Request Form to the appropriate Field Operations Supervisors for education, disability supplies, ink and copy paper.
  - b. Center Supervisors will submit a Maximo Order Request Form to the Nutrition Coordinator for Nutrition Supplies.
  - c. Center Supervisors will submit a Maximo Order Request Form to the Childhood Health and Parental Services Program Manager for Health Supplies.
  - d. Once the Maximo Order Request Form is received by the Field Operations Supervisors, Nutrition Coordinator and Childhood Health and Parental Services Program Manager will process a work order for the items in Maximo. Inventory must be reviewed prior to approving the work order.
  - e. Upon approval in Maximo, the Warehouse Specialist will retrieve the work order from Maximo and prepare for delivery. The Warehouse Specialist will remove the item from the appropriate bin and prepare for delivery.
  - f. Delivery to centers is scheduled for Monday, Wednesday and Friday, unless closed for a holiday.
  - g. Upon delivery to the center, the Warehouse Specialist will have the requestor sign the work order for the requested items and upload the signed work order in

Maximo. The Warehouse Specialist will also provide a copy of the work order on site to the requestor.

- h. Once the delivery is complete, the Warehouse Specialist will close the work order in Maximo.
  - i. The Center Supervisor will keep the copy of the signed work order in the Tangible Assets Binder.
2. Maximo Inventory Replenishment
- a. Every Monday the Fiscal Program Manager will send the Head Start Inventory Reorder Report to the Sr. Program Manager, Education Coordinators, Assistant Nutrition Coordinator, Sr. Behavior Inclusion Specialist and the Childhood Health and Parental Services Program Manager.
  - b. The Sr. Program Manager of Education, Education Coordinators, Nutrition Coordinator and the Childhood Health and Parental Services Program Manager will need to review the report and order as items fall below minimum level.
  - c. It is the responsibility of the Sr. Program Manager, Education Coordinators, Nutrition Coordinator and the Childhood Health and Parental Services Program Manager to ensure items are replenished in a timely manner.

### **III. Pick- up and Delivery Request -45CFR 75.320, 75.321**

1. To request a pickup or delivery, the requester must complete a Pickup and Delivery form located on the shared drive, in the forms folder.
2. The requestor will send the Pickup Delivery form to the Warehouse Specialist and the Management Maintenance Coordinator.
3. Pick up and Deliveries are scheduled for Monday, Wednesday and Friday, unless closed for a holiday.
4. When sending damaged or surplus equipment to the warehouse for disposal, the following procedures must be followed:
  - a. Prior to sending damaged or surplus equipment to the warehouse, the Division Manager or designee will write a memorandum that includes the description of the item, county control number, serial number, assigned division/program, and all the details about the loss or damage. The original memorandum is sent to the warehouse along with the equipment that is being transferred to the warehouse.

- b. Upon receipt of the equipment, the Warehouse Specialist will complete a Property Custody Receipt. This receipt and a copy of the Division Managers memorandum will be sent to the Orange County Property Accounting Division and the Head Start Fiscal Program Manager.
  - c. Service Areas will not transfer property without prior written approval from their immediate supervisor.
5. The delivery of equipment from the warehouse to Property Accounting shall follow the procedures listed below:
  - a. The Warehouse Specialist is responsible for obtaining written approval from the appropriate Manager before damaged equipment is turned in to Property Accounting.
  - b. The Warehouse Specialist will maintain a disposal list of all items turned in to Property Accounting. The list will consist of the county property number, serial number, description of item, estimated purchase price, assigned division/program, date approved for disposal by the Head Start Division Manager, and date the equipment was transferred to Property Accounting.
  - c. The Warehouse Specialist will submit a copy of the disposal list and the receipts from Property Accounting to the Head Start Fiscal Program Manager per occurrence on an as needed basis.

#### **IV. Special Events**

1. For Pick up and Delivery at special events and/or recruiting events, a Special Event and Recruitment Form will need to be completed and submitted to the Management Maintenance Coordinator and Warehouse Specialist **two weeks** in advance of the event.
2. The event must be confirmed with the warehouse staff within 48 working hours for possible last-minute cancellations.

Revised: 12/15/17; 5/11/21; 07/13/22,01/03/24, 09/03/25, 2/10/26