

**MIAMI-DADE AVIATION DEPARTMENT
STANDARD OPERATING PROCEDURES
PROCUREMENT AND COMMODITIES DIVISION
SOP No. 03 - 01
Effective: July 25, 2003**

SUBJECT: WAREHOUSE FACILITIES – ORDERING, RECEIVING, SECURING, STORING, AND DISPENSING MATERIALS.

PURPOSE: To establish policy and procedures for the most efficient operation of the Miami-Dade Aviation Department (MDAD) Warehouse facilities.

I. AUTHORITY:

- A. [Miami-Dade County Code, Chapter 25, Aviation Department Rules and Regulations.](#)
- B. [Operational Directive 99-03, Aviation Department Written Directive System.](#)

II. DEFINITIONS:

For the purpose of this document, the following words will be defined as follows:

- A. *End-user* – Requestor, individual who orders.
- B. *Buyers* – Division employees in charge of purchasing stock and non-stock items for the Department.
- C. *Materials* – Include but are not limited to: construction materials, tools, equipment in general, parts, video equipment, office supplies, etc.
- D. *Material Request form* – Warehouse internal form utilized to dispense material stocked in the Warehouse to an end-user.
- E. *Requisition* – Form completed by requestor for Buyer action when ordering materials not normally stocked in the Warehouse for departmental personnel.
- E. *Third party* - Private contractor working at MDAD.

III. POLICY:

- A. It is the policy of the Procurement and Commodities Division to establish and enforce the procedures delineated in this document for Warehouse staff to order, receive, secure, and dispense materials.
- B. Warehouse personnel, through Procurement Buyers (Buyers), order those materials most frequently needed to keep Miami-Dade County airports operational at all times. Authorized departmental employees can also order special items not normally stocked by the Warehouse. The Buyers also make these purchases.
- C. Orders for stock and non-stock materials must be supported by requisitions. Requisitions for stock items must be signed by the Warehouse Supervisor or above and must include an appropriate, funded budget code. Requisitions for non-stock items must be signed by an authorized supervisor or above. The appropriate, funded budget code must also be included.

IV. PROCEDURES:**A. Materials stocked in Warehouse facilities:***1. Purchasing:*

- a. Warehouse personnel must fill out a requisition form and give it to the Warehouse Supervisor or above to sign. The signed requisition must be forwarded to a Buyer.
- b. The Buyer places the order by means of a purchase order after verifying the signature authorization on the requisition.
- c. The Buyer gives a copy of the completed requisition to the Procurement Office Clerk to input data in the computer and update the status report.
- d. The Procurement Office Clerk makes three copies of the requisition and forwards the original and the three copies to the Warehouse.
- e. After the Warehouse Supervisor has reviewed the requisitions, the Warehouse Office Clerk files one copy of the requisition in the office file. The remaining three copies of the requisition go to the Warehouse Shipping and Receiving Section to hold until the

merchandise arrives. Requisitions are filed sorted by vendor name.

2. *Shipment arrival:*

- a. Warehouse employees receiving shipments must pull the requisitions from file, open the containers, and verify contents against packing list and requisition.
- b. If all materials are in good order and accounted for, e.g. no overages, shortages, damages, etc., the employee will individually sign and date the back of the three copies of the requisition and make a copy of the packing list.
- c. The original packing list and one copy of the requisition are forwarded to the Warehouse Office Clerk to input the receipt of materials in the computer. The Warehouse Office Clerk will send the original packing list with the requisition to the Procurement Clerk 4 to process the invoice for payment. One copy of the requisition and the copy of the packing list are filed in a Dead File sorted by Buyer name. The remaining copy of the requisition is discarded.

3. *Securing, redirecting, and storing materials:*

- a. All items ordered for Warehouse facilities must be inventoried before being secured, redirected to another facility, or shelved.
- b. The Warehouse Supervisor or his designee makes the determination as to what materials are to be secured in a locked area. In addition to the Warehouse Supervisor, the Purchasing Manager and the Administrative Officer have keys to the secured areas.
- c. Materials going into a secured area must be separately inventoried and logged in and out. This inventory must be verified every Monday and Friday.
- d. If a shipment needs to be redirected to another location, a Warehouse employee must verify the material against the bill of lading and the requisitions and accompany the truck to the destination, taking along the three copies of the requisition.
- e. The Warehouse employee will request the end-user to verify the order and accept it by signing one of the copies of the requisition. One copy of the requisition will remain with the end-user. The

original packing list and a copy of the requisition are sent to the Warehouse Office Clerk to input receipt of materials in the computer.

- f. After input, the Warehouse Office Clerk will send the original packing list with the requisition to the Procurement Clerk 4 to process the invoice for payment. One copy of the requisition and the copy of the packing list are filed in a Dead File sorted by Buyer name. The remaining copy of the requisition is discarded.

4. *Discrepancies in shipments:*

- a. If discrepancies between what has been ordered and what has been received occur, or if there are overages, shortages or damages, Warehouse personnel receiving the materials will make the proper notations on the requisition before forwarding the packing list and the requisition to the Warehouse Office Clerk.
- b. The Warehouse Office Clerk will enter the correct portion of the shipment in the computer and will forward the marked requisitions and the packing list back to the Buyer.
- c. The Buyer will notify the vendor verbally about the problems and will make arrangements to rectify the situation.

5. *Ordering materials from the Warehouse:*

- a. Departmental Divisions may place orders by fax or in person. In both cases, all materials requested must be listed on a Material Requisition form available at the Warehouse facility. All Material Requisition forms must have an active Work Order number.
- b. Warehouse employees pull out the materials ordered and notify the requesting Division for pickup.
- c. The divisional employee picking up the materials from the Warehouse will sign the Material Request form and will also write his or her badge number on the form.
- d. The signed Material Request form and a copy of the Work Order go to the Warehouse Office Clerk to release the items from the computer.

B. Materials not stocked by the Warehouse:*1. Ordering/Purchasing:*

- a. The end-user must fill out a requisition form with an appropriate, funded budget code, work order number (if applicable) and an authorized signature. The completed requisition must be forwarded to a Buyer for processing.
- b. The Buyer will place the order using the appropriate Procurement method.
- c. The Buyer will forward the completed requisition to the Procurement Office Clerk to input the data in the computer, update the status report, and make three copies of the requisition.
- d. When orders are to be delivered to the Warehouse, the Procurement Office Clerk must send four copies of the requisitions to the Warehouse to hold until the merchandise is delivered.
- e. If the order is to be delivered directly to the end-user, the Procurement Office Clerk will give one copy of the requisition directly to the Procurement Clerk 4 to hold until the invoice is received.

2. Arrival/Delivery of non-stock materials:

- a. When vendors deliver non-stock materials directly to an end-user, the end-user has the responsibility of receiving the materials, signing the requisition, and sending a copy of the signed requisition and the packing list to the Procurement Clerk 4 for payment processing.
- b. If materials for an end-user are delivered to the Warehouse, a Warehouse employee will pull the three copies of the requisitions from file, sign the bill of lading for the shipping company, stamp the date of receipt on the requisitions, and sign as Received Only. If the items arrive in pallets, the Warehouse employee will count the pallets but will not open them to count or verify the contents.
- c. Warehouse employees will make two copies of the packing list and will send the original with one copy of the requisition to the Warehouse Office Clerk to input receipt of items in the computer.

- d. The Warehouse Office Clerk will forward the original packing list with the requisition to the Procurement Clerk 4 to process the invoice for payment. The remaining two copies of the requisition and the copies of the packing list are filed in an Open File by shop/division.
- e. Warehouse employees will contact the end-user to advise of shipment arrival. The end-user has one day to make arrangements with the Warehouse for a complete or a partial pickup, delivery, or storage of materials.
- f. Warehouse employees do not inventory non-stock materials. The accounting for what is being picked up or left in storage is the total responsibility of the end-user's Division.
- g. The divisional employee picking up the materials from the Warehouse will sign one of the requisitions in the Warehouse Open File. The signed requisition is filed in a Dead File by Shop/Division. Another is forwarded to the Procurement Clerk 4 to process the invoice for payment. The remaining copy of the requisition with the copy of the packing list will accompany the material.
- h. When an end-user needs the materials right away, the end-user is allowed to pick up directly from the vendor by obtaining an Authorization to Pick Up form and a copy of the requisition from the Warehouse. The end-user must bring the documentation back to the Warehouse for payment processing within 24 hours. The Warehouse Supervisor will notify the Requesting Division Manager of any violations to this procedure.

V. THIRD-PARTY ORDERS:

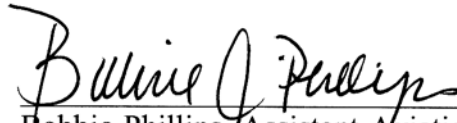
- A. Materials ordered by third parties can be temporarily unloaded at the Warehouse for a maximum of three hours.
- B. Warehouse employees will stamp the bill of lading with the date and time of the shipment arrival. This stamp also bears a disclaimer clearly stating that the Warehouse is not responsible for opening containers or verifying orders. The Warehouse will only verify, upon request, the number of boxes, pallets, and containers.
- C. Warehouse personnel will not accept deliveries of goods that are perishable, could deteriorate in value, or that by their odor, leakage,

inflammability, explosive nature, or any other reason, could create a condition hazardous to Warehouse personnel or the environment.

- D. Warehouse personnel will notify the ordering party that the shipment has arrived and that it must be picked up within three hours from the time of arrival. If third party does not pick up within the required time, they will be reminded again that the Warehouse is not responsible. This reminder will be documented and signed by the ordering party when pick up occurs.

REVOCATION: None.

CROSS REFERENCE: None.



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for Administration

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