



PRINCE GEORGES COUNTY FIRE COMMISSION

ORDERING SUPPLIES FROM THE COUNTY INVENTORY

CONTENT BY JIM TREXLER



PRINCE GEORGES COUNTY FIRE COMMISSION

All of us in the Fire Service know where we obtain our expendable supplies for office/station use. How many know how to actually obtain these supplies, as generally only one person in the station/office does the actual ordering. Planning is needed in order to assure that you will not run out of an item prior to receiving an order to replenish that item.

The only method of ordering supplies is the utilization of P.G.C. Form #897, STORES REQUEST. The completeness of the form is very important. The following blocks on the form must be filled out with the correct information.



PRINCE GEORGES COUNTY FIRE COMMISSION

Issue / Turn In (1)

Place an "X" in the appropriate block. The issue block is utilized to obtain supplies from the Inventory. The turn-in block is utilized to return items that were either ordered in error or were not needed and are still in their original packaging. A turn-in will credit your cost center account.

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04					AGCY.	ACTV.	GR #	GR. COMP	YR.	F.	
DELIVER TO POINT	DATE	REQUESTED BY				TELEPHONE					
(10)	(11)	(12)				(13)					
ISSUED BY (SIGNATURE)		DATE	RECEIVED BY (SIGNATURE)		DATE						
(14)		(15)	(16)		(17)						
DELIVER TO (18)											



PRINCE GEORGES COUNTY FIRE COMMISSION

Stock Number (2)

Fill in with the correct stock number as provided in the County General Stores Catalog. A one digit mistake in this block will cause an issuance of an item other than what you desired.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04

AGCY.	ACTV.	GR #	GR. COMP	YR.	F.
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DELIVER TO POINT (10)	DATE (11)	REQUESTED BY (12)	TELEPHONE (13)
ISSUED BY (SIGNATURE) (14)	DATE (15)	RECEIVED BY (SIGNATURE) (16)	DATE (17)
DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Quantity Ordered (3)

Fill in the amount of each item you are requesting.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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PRINCE GEORGES COUNTY FIRE COMMISSION

Unit of Issue (4)

You must fill in proper unit of measure as shown in the Stores Catalog. I.e. Ea., Pr., Gl., ect. This is important as placing the wrong unit of issue in this block may cause you to be issued a much larger quantity than you desired.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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PRINCE GEORGES COUNTY FIRE COMMISSION

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STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
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DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Cost Center (6)

Fill in with the proper agency, activity, sub activity or your office/division/fire station as has been assigned to your activity for budget purposes. Your agency number will always be 52.

STORES REQUEST			ISSUE		SI 1		REQUEST NUMBER				
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agency	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Cost Center (6)

Fill in with the proper agency, activity, sub activity or your office/division/fire station as has been assigned to your activity for budget purposes. Your Activity number will always be 01.

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Cost Center (6)

Fill in with the proper agency, activity, sub activity or your office/division/fire station as has been assigned to your activity for budget purposes. Your sub activity number will always be your station number i.e. station 1 will be 01, station 57 will be 57.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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DELIVER TO (18)											



PRINCE GEORGES COUNTY FIRE COMMISSION

Fund (7)

Fill in with the lettering GF01 unless you are otherwise instructed to do so.

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			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Proj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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PRINCE GEORGES COUNTY FIRE COMMISSION

Location / Project (8)

Fill in with the proper location of where the items are going to be received
 VC52station number i.e. station 1 would be VC5201 and station 57 would be VC5257.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	PT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04

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DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Short Description (9)

Write in a brief description of the item requested as listed in the General Stores Catalog.

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Proj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04

AGCY.	ACTV.	GR #	GR. COMP	YR.	F.
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DELIVER TO POINT (10)	DATE (11)	REQUESTED BY (12)	TELEPHONE (13)
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DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Delivery Point (10)

Fill in with the delivery point number assigned to your location. The first number of this five digit number reflects the delivery zone assigned by the warehouse. If this number is not accurately reflected on your ticket your supplies may be delivered to another location, so it is very important that this number is accurate. The automated procurement system utilizes this number to print out the delivery address on the computerized delivery ticket (P.G. County Issue Notice). The same location will also appear on the Partial Issue Notice/Backorder Notice. (A list of Delivery Point numbers for each station will be shown at the end of this presentation.)

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1	1					
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
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NOTE FOR GRANT FUND SR04					AGCY.	ACTV.	GR #	GR. COMP	YR.	F.	
DELIVERY POINT		DATE	REQUESTED BY				TELEPHONE				
10		11	12				13				
ISSUED BY (SIGNATURE)		DATE	RECEIVED BY (SIGNATURE)				DATE				
14		15	16				17				
DELIVER TO											
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PRINCE GEORGES COUNTY FIRE COMMISSION

Date (11)

Reflects the date that the document was filled out, I.e. 09/01/03.

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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DELIVER TO POINT	DATE	REQUESTED BY				TELEPHONE					
(10)	(11)	(12)				(13)					
ISSUED BY (SIGNATURE)	DATE	RECEIVED BY (SIGNATURE)				DATE					
(14)	(15)	(16)				(17)					
DELIVER TO											
(18)											



PRINCE GEORGES COUNTY FIRE COMMISSION

Requested By (12)

Signed by an authorized signatory. For the Offices/Divisions, the Manager/Major's signature is required. For the fire stations the authorized signature is required prior to submittal to the Fire Commission for signature and approval stamp by the appropriate Fire Commissioner. The only exception for the Stores Request submitted by the fire stations is that the Fire Commission may be bypassed for the issue of one or two line items of first aid supplies, which are needed in order to keep an ambulance in service.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04

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PRINCE GEORGES COUNTY FIRE COMMISSION

Telephone (13)

The telephone number of the individual filling out the Stores Request.

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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(10)	(11)	(12)				(13)					
ISSUED BY (SIGNATURE)		DATE	RECEIVED BY (SIGNATURE)			DATE					
(14)		(15)	(16)			(17)					
DELIVER TO											
(18)											





PRINCE GEORGES COUNTY FIRE COMMISSION

Issued By (14)

Leave blank and will be filled out by warehouse personnel at the time the order is filled.

Date (15)

Leave blank and will be filled out by warehouse personnel at the time the order is filled.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcny	Activity	Sub Activity	Fund	Loc Poj		
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NOTE: FOR GRANT FUND SR04

DELIVER TO POINT (10)	DATE (11)	REQUESTED BY (12)	TELEPHONE (13)
ISSUED BY (SIGNATURE) (14)	DATE (15)	RECEIVED BY (SIGNATURE) (16)	DATE (17)
DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Received By (16)

Signature of the individual receiving the items listed on the form.

STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
					Agcy	Activity	Sub Activity	Fund	Loc Poj		
(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04

DELIVER TO POINT (10)	DATE (11)	REQUESTED BY (12)	TELEPHONE (13)
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DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Date (17)

Date items are received.

STORES REQUEST			ISSUE		SI 1					REQUEST NUMBER	
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
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(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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NOTE: FOR GRANT FUND SR04

DELIVER TO POINT (10)	DATE (11)	REQUESTED BY (12)	TELEPHONE (13)
ISSUED BY (SIGNATURE) (14)	DATE (15)	RECEIVED BY (SIGNATURE) (16)	DATE (17)
DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Deliver To (18)

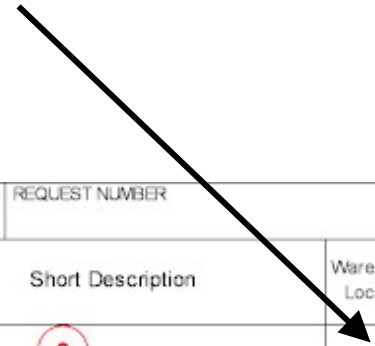
Fill out with the address as to where the items are to be delivered. This address should correspond to the address assigned to the delivery point number reflected on the form.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER							
			TURN IN	RT								
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location	
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ISSUED BY (SIGNATURE)		DATE	RECEIVED BY (SIGNATURE)			DATE						
(14)		(15)	(16)			(17)						
DELIVER TO (18)												



PRINCE GEORGES COUNTY FIRE COMMISSION

Use this column to tally up your orders. Take the amount per item multiplied by the quantity requested and place your total here for each item ordered.



STORES REQUEST			ISSUE		SI 1	REQUEST NUMBER					
			TURN IN		RT 1						
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
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(2)	01	(3)	(4)	(5)	(6)	(6)	(6)	(7)	(8)	(9)	
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ISSUED BY (SIGNATURE) (14)	DATE (15)	RECEIVED BY (SIGNATURE) (16)	DATE (17)
DELIVER TO (18)			



PRINCE GEORGES COUNTY FIRE COMMISSION

Leave line 11 blank and tally up the total of your requests here.

STORES REQUEST			ISSUE	SI 1	REQUEST NUMBER						
			TURN IN	RT 1							
STOCK NUMBER	Line Item	Qty Ordered	Unit Issued	Qty Issued	Cost Center					Short Description	Warehouse Location
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PRINCE GEORGES COUNTY FIRE COMMISSION

When filling out your Stores Requests please separate the requests by placing all of your EMS supplies on one request, all of your small tools and appliances on a separate request and all station cleaning supplies, including paper towels and toilet paper on a separate request.

When ordering office supplies, please use the new office supply order form. If you need the form please contact either Logistics at 301-8830350 or the Fire Commission office at 301-583-1914.

It is also important to check the items ordered and the quantities against the requisition to insure that what your ordered and what you received are correct. If you find an item that has less the quantity ordered, check the Quantity Issued box, sometimes it is necessary for the warehouse personnel to give you less than what you originally ordered.

If you find any discrepancies in your order, immediately notify the Logistics and Support Services office at 301-883-0350.



PRINCE GEORGES COUNTY FIRE COMMISSION

By following these steps, receiving supplies from the County Inventory will be simplified and will expedite the delivery of these items.

All Stores Requests for the Fire/EMS Department are to be sent to Logistics & Support Services in order to be entered into the Automated Procurement/Supply Inventory System.

There are only two (2) warehouses presently in operation: the Jefferson Avenue Warehouse at 7600 Jefferson Avenue, Landover, and the D'Arcy Road Warehouse in Forestville, which carries building materials.

Any questions concerning the Stores Request Form No. 897 or the County General Stores Catalog may be directed to Logistics & Support Services @ 301-883-0353.



PRINCE GEORGES COUNTY FIRE COMMISSION

On the following page you will find a list of Delivery Point Codes and Cost Center numbers for each station.



PRINCE GEORGES COUNTY FIRE COMMISSION

DELIVERY POINT CODES AND COST CENTER NUMBERS

STATION	DELIVERY POINT CODE	COST CENTER NUMBER
01	35201	520101
05	35205	520105
07	35207	520107
08	25208	520108
09	35209	520109
10	45210	520110
11	35211	520111
12	35212	520112
13	35213	520113
14	35214	520114
17	25217	520117
18	45218	520118
19	45219	520119
20	05220	520120
21	15221	520121
23	25223	520123
24	15224	520124
25	15225	520125
26	25226	520126
27	15227	520127
28	35228	520128

STATION	DELIVERY POINT CODE	COST CENTER NUMBER
29	15229	520129
30	35230	520130
31	45231	520131
32	15232	520132
33	25233	520133
34	35234	520134
35	45235	520135
36	15236	520136
37	25237	520137
38	25238	520138
39	45239	520139
40	15240	520140
41	45241	520141
42	15242	520142
43	45243	520143
45	15245	520145
46	25246	520146
47	15247	520147
48	45248	520148
49	41600	520149
55	35255	520155
56	15137	520156