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# New Distribution Center Request (DCR) Process Training

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# When to Submit a DCR?

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- Transfers of Non-Tagged Items to Surplus
- Transfers of Non-Tagged Items to Another Site (Site to Site: Not to Distribution Services or Surplus)
- Special Events Items (chairs, tables, risers and wrestling mats)
- Request Items from Surplus
- Water in an Emergency

# How to Access the NEW DCR Form

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- The NEW online DCR Form is located on the Procurement & Distribution Services department website, under Distribution Services.
- [Click Here](#) to access the form.



## BPS Distribution Center Requests

✓ Tagged Asset Question. Assets must go through the CrossPointe system. Requestor must select No to see the remainder of the form.

### DCR for Non-Tagged Assets only \*

Do any of the items being requested for DCR have assets tags on them? If yes, the items MUST be entered into the CrossPointe system instead. The remainder of the Form will appear once No is selected.

- Yes
- No

Send me a copy of my responses

Submit

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# BPS Distribution Center Requests

## DCR for Non-Tagged Assets only \*

Do any of the items being requested for DCR have assets tags on them? If yes, the items MUST be entered into the CrossPointe system instead. The remainder of the Form will appear once No is selected.

- Yes
- No

## Requesting Cost Center \*

Select

- 520 Distribution Services/9680
- 520 Surplus Services/9640
- 520 Transportation Services/9640
- Acceleration & Enrichment Programs/9231
- Access Project/9221
- Accountability, Testing & Program Evaluation/9250
- Accounting Services/9310
- Adult & Community Education/9240
- Allen, Roy Elementary/3101
- Andersen, Hans Christian Elementary/1141
- Apollo Elementary/0061

✓ Once No is selected, the remainder of the form will appear.

✓ The next field is the requesting cost center, this is a drop-down field of sites. You can type the site number or name to narrow your search.



# BPS Distribution Center Requests

## DCR for Non-Tagged Assets only \*

Do any of the items being requested for DCR have assets tags on them? If yes, the items MUST be entered into the CrossPointe system instead. The remainder of the Form will appear once No is selected.

Yes  
 No

## Requesting Cost Center \*

Procurement & Distribution/9680

## Requesting Site Contact Email \*

Provide full email (last.first@brevardschools.org)

hynes.sean@brevardschools.org

## Requesting Site Contact Number \*

Example: 321-633-3680 ext. 14100

3216331000 x11645

## Requesting Site Approver Email \*

- ✓ Select the appropriate requesting cost center.
- ✓ Enter the requesting site contact email.
- ✓ Enter the requesting site contact number.

- ✓ Enter the requesting site approver email. This will be your principal or department head.
- ✓ Select the purpose of the DCR
  - Transfer Items to Surplus
  - Transfer Items to Another Site
  - Special Event Items (Chairs, tables, risers and wrestling mats)
  - Request Items from Surplus
  - Water in an Emergency

**Requesting Site Contact Email \***

Provide full email (last.first@brevardschools.org)

**Requesting Site Contact Number \***

Example: 321-633-3680 ext. 14100

**Requesting Site Approver Email \***

Provide full email for your Principal or Director. (last.first@brevardschools.org)

**What is the Purpose of this DCR? \***

Select option from drop down menu.

Select

- Transfer Items to Surplus
- Transfer Items to Another Site
- Special Event Items
- Request Items from Surplus
- Water in an Emergency

- ✓ The next fields will vary depending on the purpose of the DCR.
- ✓ Select the urgency of request
  - Routine (scheduled normally)
  - Urgent (as soon as possible)
  - Time Sensitive (must be complete by a certain date)
- ✓ Select the requested pickup date.
- ✓ Enter item description, include as much information as possible to avoid delays.

**What is the Purpose of this DCR? \***

Select option from drop down menu. The next form fields will vary depending on the purpose selected.

Transfer Items to Surplus

**Urgency of Request \***

If this is a time-sensitive request, let us know here, and then provide the date this item needs to be at the destination site in the next field.

- 3 - Routine
- 2 - Urgent
- 1 - Time Sensitive

**Requested Pickup Date \***

Enter the date you would like the requested items picked up.

07/07/2020

**Pickup Location \***

If the location is not in the drop down menu, then enter the location manually. Non-BPS locations might include local malls, the King Center, etc.

Same as Cost Center

**Item Description \***

Provide quantities if this request is for special event items or emergency water. Provide DCR Log # if this request is for items being requested from Surplus

Three bookshelves





- ✓ Enter item serial number (if applicable).
- ✓ Enter item model number (if applicable).
- ✓ Add any special instructions.
- ✓ Drag and drop or browse files to attach pictures or other documents.
- ✓ Check the box to receive an email copy of your responses.
- ✓ Enter the email address to receive a copy of your response.
- ✓ Click Submit.

**Item Serial Number**  
N/A

**Item Model Number**  
N/A

**Special Instructions**  
Add any pickup or delivery instructions necessary such as location or item weight.  
Very heavy bookshelves.

**File Attachments**  
Upload any photos or scanned documents necessary.  
Bookshelves.jpg

Drag and drop files here or [browse files](#)

Send me a copy of my responses

**Email address**  
hynes.sean@brevardschools.org

**Submit**



✓ Thank you. Your DCR Request has been submitted for approval and processing.

## BPS Distribution Center Requests

### DCR for Non-Tagged Assets only \*

Do any of the items being requested for DCR have assets tags on them? If yes, the items MUST be entered into the CrossPointe system instead. The remainder of the Form will appear once No is selected.

- Yes
- No

Send me a copy of my responses

Submit

✓ The message in the blue box will appear stating your DCR request has been submitted for approval and processing.

✓ Requesting site contact will receive an email confirmation and copy for their records.


**From:** Smartsheet Forms <[forms@smartsheet.com](mailto:forms@smartsheet.com)>

**Sent:** Friday, June 26, 2020 1:33 PM

**To:** [Hynes.Sean@Procurement](mailto:Hynes.Sean@Procurement) and Distribution Services <[Hynes.Sean@Brevardschools.org](mailto:Hynes.Sean@Brevardschools.org)>

**Subject:** Confirmation - BPS Distribution Center Requests

**Caution:** This email originated from outside of Brevard Public Schools. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Thank you for submitting your DCR Request. A copy is included below for your records.

## BPS Distribution Center Requests

**DCR for Non-Tagged Assets** No only

**Requesting Cost Center** 520 Distribution Services/9680

**Requesting Site Contact** [hynes.sean@brevardschools.org](mailto:hynes.sean@brevardschools.org)



Type here to search



## Next Steps:

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- Distribution Services staff will perform the admin check in SmartSheet and change the status to Ready to Process DCR, Cancelled or Returned to Submitter.

✓ After the status is changed to *Ready to Process DCR*, the requesting site approver will receive an email notification allowing them to view request

A DCR requires your approval - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward April Mark Unread Find Zoom Insights

A DCR requires your approval

Sean Hynes via Smartsheet <automation@smartsheet.com>  
To Rodriguez.Kristine@Procurement and Distribution Services

Reply Reply All Forward

Fri 6/26/2020 2:03 PM

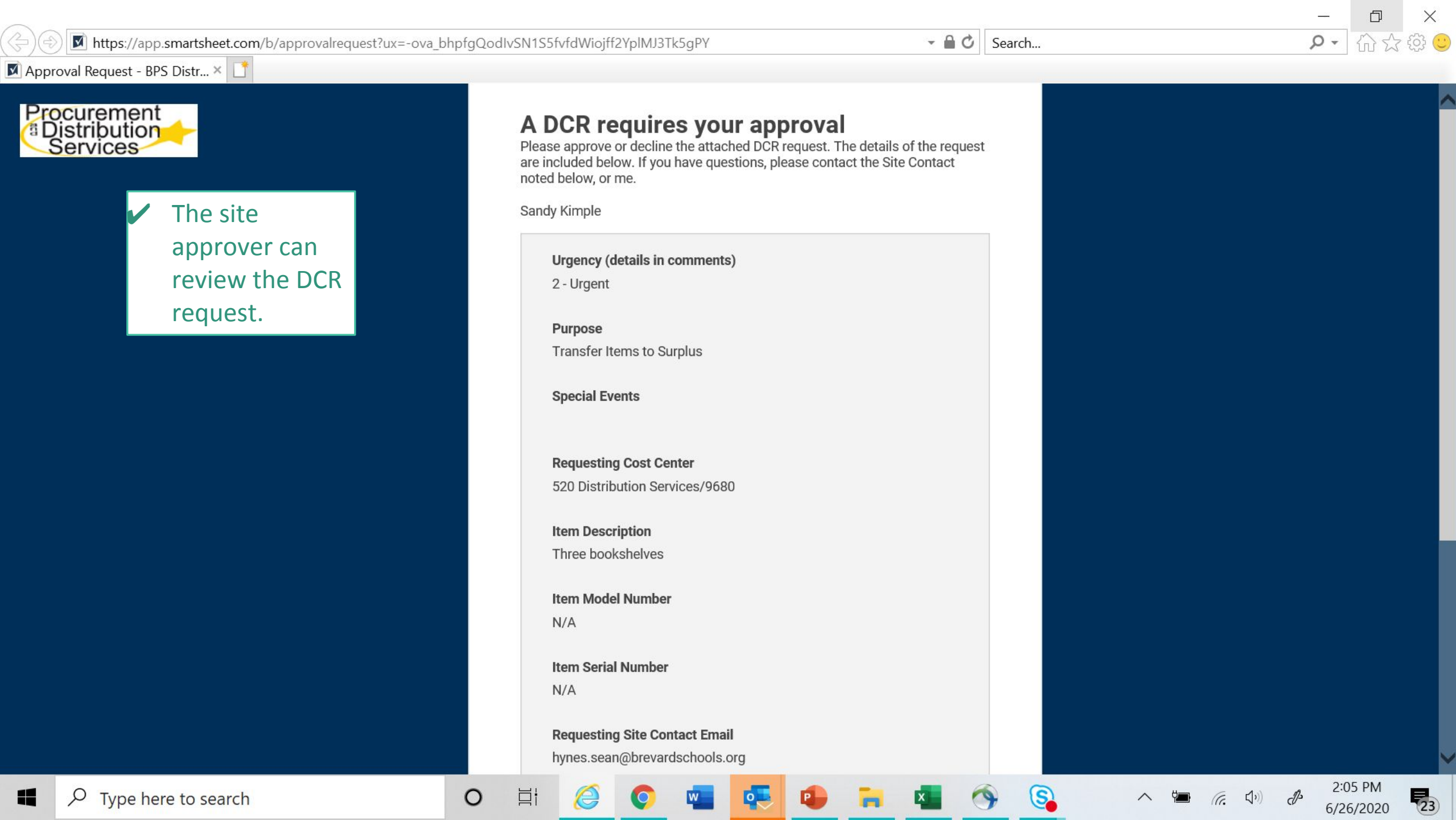
**Caution:** This email originated from outside of Brevard Public Schools. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please approve or decline the attached DCR request. The details of the request are included below. If you have questions, please contact the Site Contact noted below, or me.

Sandy Kimple

[View Request](#)

Row 1	
<b>Urgency (details in comments)</b>	2 - Urgent
<b>Purpose</b>	Transfer Items to Surplus
<b>Special Events</b>	
<b>Requesting Cost Center</b>	520 Distribution Services/9680
<b>Item Description</b>	Three bookshelves



✓ The site approver can review the DCR request.

## A DCR requires your approval

Please approve or decline the attached DCR request. The details of the request are included below. If you have questions, please contact the Site Contact noted below, or me.

Sandy Kimple

**Urgency (details in comments)**

2 - Urgent

**Purpose**

Transfer Items to Surplus

**Special Events**

**Requesting Cost Center**

520 Distribution Services/9680

**Item Description**

Three bookshelves

**Item Model Number**

N/A

**Item Serial Number**

N/A

**Requesting Site Contact Email**

hynes.sean@brevardschools.org

✓ The site approver will select Decline or Approve

**Requesting Cost Center**  
520 Distribution Services/9680

**Item Description**  
Three bookshelves

**Item Model Number**  
N/A

**Item Serial Number**  
N/A

**Requesting Site Contact Email**  
hynes.sean@brevardschools.org

**Requesting Site Contact Number**  
3216331000 x11645

**Requesting Site Approver Email**  
rodriguez.kristine@brevardschools.org

**Attachments**  
Upload Files  
▶ 1 Attachment

Decline Approve

## Next Steps:

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- The requesting site contact will receive confirmation via email when the requesting site approver approves or declines the DCR.
- Distribution Services reviews the DCR and schedules the DCR date in order to maximize efficiency and meet the needs of the School/Department.
- Distribution Services assigns to a Driver/Courier.
- The requesting site contact will receive confirmation of the scheduled date.
- If the scheduled day needs to be changed, Distribution Services will update the scheduled date and the requesting site contact will receive another email notification.



# Preparing for Pick-Up Day

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- Verify item quantity and description.
- Any changes must be approved by requesting site approver and Distribution Services, prior to pick-up day.
- Ensure small items are in box (no larger than paper size).
- Ensure items are in covered area and not exposed to elements.
- Ensure location is accessible.
- Ensure furniture is cleaned out and disassembled (if necessary).

# Pick-Up Day

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- On the pick-up date, the Driver/Courier(s) arriving for pickup will do the following:
  1. Verify property.
  2. Verify quantity.
  3. Verify description.
  4. Property may not be added after the Driver(s) have arrived, unless approved by the requesting site approver and Distribution Services.
  5. Upload a picture of the property to the SmartSheet Record.
  6. Update the actual pick-up date.
  7. Add any applicable notes.

*It is the Driver/Courier(s) responsibility to ensure the DCR SmartSheet record is complete and accurate. Any exceptions should be noted. When items listed on the DCR are not picked up, notes should be added with a reason as to why it was not picked up.*

# Confirmation of Completion

- After the DCR SmartSheet Record is updated, the requesting site contact will receive an email stating that the DCR has been completed.

**From:** Sean Hynes via Smartsheet <[automation@smartsheet.com](mailto:automation@smartsheet.com)>  
**Sent:** Friday, June 26, 2020 2:56 PM  
**To:** [Hynes.Sean@Procurement](mailto:Hynes.Sean@Procurement) and Distribution Services <[Hynes.Sean@Brevardschools.org](mailto:Hynes.Sean@Brevardschools.org)>  
**Subject:** DCR Pickup Approval

**Caution:** This email originated from outside of Brevard Public Schools. Do not click links or open attachments unless you recognize the sender and know the content is safe.

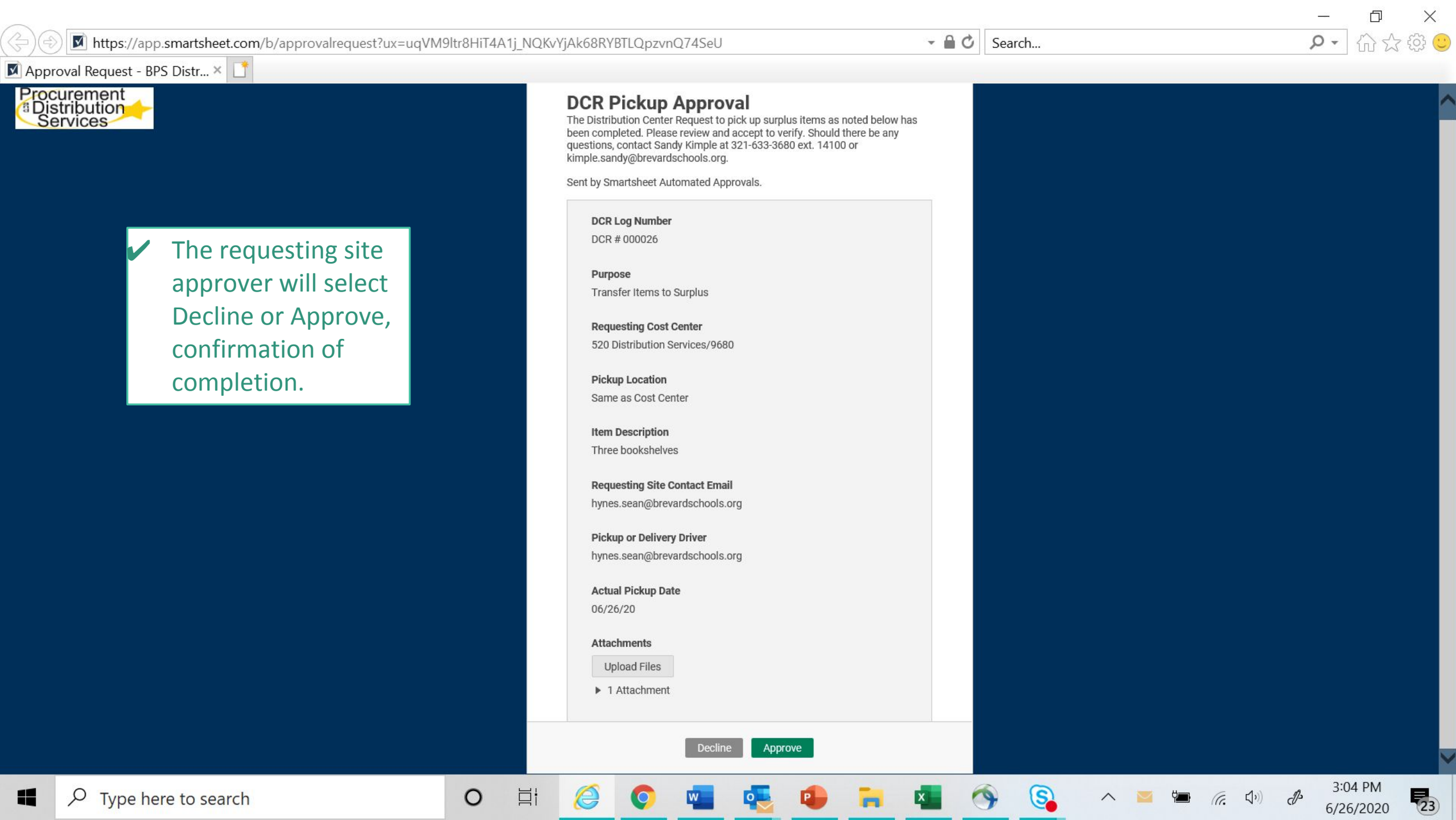
The Distribution Center Request to pick up surplus items as noted below has been completed. Please review and accept to verify. Should there be any questions, contact Sandy Kimple at 321-633-3680 ext. 14100 or [kimple.sandy@brevardschools.org](mailto:kimple.sandy@brevardschools.org).

Sent by Smartsheet Automated Approvals.

[View Request](#)

Row 1

<b>DCR Log Number</b>	DCR # 000026
<b>Purpose</b>	Transfer Items to Surplus
<b>Requesting Cost Center</b>	520 Distribution Services/9680



✓ The requesting site approver will select Decline or Approve, confirmation of completion.

### DCR Pickup Approval

The Distribution Center Request to pick up surplus items as noted below has been completed. Please review and accept to verify. Should there be any questions, contact Sandy Kimple at 321-633-3680 ext. 14100 or kimple.sandy@brevardschools.org.

Sent by Smartsheet Automated Approvals.

**DCR Log Number**  
DCR # 000026

**Purpose**  
Transfer Items to Surplus

**Requesting Cost Center**  
520 Distribution Services/9680

**Pickup Location**  
Same as Cost Center

**Item Description**  
Three bookshelves

**Requesting Site Contact Email**  
hynes.sean@brevardschools.org

**Pickup or Delivery Driver**  
hynes.sean@brevardschools.org

**Actual Pickup Date**  
06/26/20

**Attachments**  
Upload Files  
▶ 1 Attachment

Decline Approve

# Available Surplus Property

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- ❑ Schools and Departments can view available surplus property [here](#).
- ❑ A DCR must be submitted to request available surplus property and include the DCR # in the request.

# Questions

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For questions, please contact:

- ❑ Sandy Kimple, Distribution Services Supervisor  
[kimple.sandy@brevardschools.org](mailto:kimple.sandy@brevardschools.org)  
321-633-3680 x 14100
- ❑ TBD, Assistant Supervisor, Distribution Services
- ❑ TBD, Coordinator, Distribution Services
- ❑ Tony McNair, Warehouseman  
[mcnair.anthony@brevardschools.org](mailto:mcnair.anthony@brevardschools.org)  
321-795-8606