

DENVER FIRE DEPARTMENT WAREHOUSE CATALOG PROCEDURES

1. Use only the most current DFD Warehouse catalog!
The current DFD Catalog version is SS/MW 2.2 DATED 12/31/2019
2. DO NOT ALTER THE CATALOG
3. Only authorized ordering officers or designated alternates will be allowed to place orders unless both are unavailable. If that is the case an e-mail must accompany the order sent by another station officer.
4. **Orders must be placed within the ordering window. The ordering window is 3 days before the date of your station number to 3 days after the date of your station number. ORDERS WILL BE DELAYED IF THEY ARE NOT WITHIN DATE RANGE!**
5. All orders must be sent as an attachment to an E-Mail sent to dfdwarehouse@denvergov.org. *(A picture from your phone or a pdf file or anything but the excel form will not be accepted).*
6. If you do not see it in the catalog, chances are we do not carry the item. Please call to verify.
7. When you have chosen the items you want to order, PLEASE condense the order. If you do not know how to condense it, please contact Scott Schneider at the DFD Warehouse for assistance.
8. Please note we generally stock everything in the catalog. If you need something you have run out of or forgot to order, please place a supplemental order. Time permitting, supplemental orders are delivered the next day.
9. **Discrepancies must be handled within 24 hours. No exceptions. You will receive a packing list with your order-- A PACKING LIST IS NOT A RECEIPT.**

10. Receipts will be E-mailed to the ordering officer after delivery. The receipt is the amount you have spent for this order. Please keep track of your spending as you are responsible for your house budget. Remember to be mindful of your stations available budget balance. For your convenience, the warehouse has attached form to help you keep track of your spending. The DFD Warehouse is not responsible for tracking your spending. **Use the receipts that are E-mailed to you after receiving your order. DO NOT USE THE NUMBERS ON THE PACKING LIST RECEIVED WITH THE ORDER AS THE CATALOG PRICES TEND TO VARY.**

**If you have any questions, please call the DFD Warehouse.
720-865-3898**

Thank you,

DFD WAREHOUSE STAFF

Version 2.2 MW/SS 12/31/2019

Station_____

Beginning balance \$_____

JANUARY \$_____

FEBUARY \$_____

MARCH \$_____

APRIL \$_____

MAY \$_____

JUNE \$_____

SIX MONTH TOTAL \$_____

JULY \$_____

AUGUST \$_____

SEPTEMBER \$_____

OCTOBER \$_____

NOVEMBER/DECEMBER \$_____

2020 TOTAL \$_____

****2020 total should not exceed the beginning budget amount****