



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE

Procedure:

1. A Program, School or Activity Center (Requestor) identifies their location needs Local Supplies &/or Materials
2. The Requestor completes the **Local Requisition Form Warehouse Supplies & Materials** and submits to the respective centralized Warehouse email. All STT/J requests are sent to [warehouse@doe.vi](mailto:warehouse@doe.vi) and all STX requests are sent to [warehouse2@stx.k12.vi](mailto:warehouse2@stx.k12.vi)
3. The Warehouse Team receives the order and confirms receipt of the order within **24 hours**
4. The Warehouse Team prints the **Local Requisition Form Warehouse Supplies & Materials**, picks the order and prepares it for shipping
5. Once delivered to the Requestor location the person authorized to receive the goods must verify and count the goods prior to signing off on the **Local Requisition Form Warehouse Supplies & Materials**
6. The Warehouse Team scans and files the signed electronic order and emails to their respective centralized warehouse email with the subject line *“Completed Supplies & Materials Request – End User Location Name.”*

Exhibits:

1. Local Requisition Form Warehouse Supplies & Materials