

## STOREROOM REQUESTS

District policy requires quantity buying whenever possible to receive the best value for our taxpayers. To accommodate quantity purchasing, the District maintains a warehouse at the Maintenance Facility carrying custodial supplies and copy paper. If the Storeroom does not carry an item, or a similar item, an outside vendor is used. Ordering is done on [operationshero.com](http://operationshero.com). Sufficient quantities may not be on hand so please allow 2 to 3 days for your order to be delivered. Below are instructions on how to order. Go to the website: [www.operationshero.com](http://www.operationshero.com)

The screenshot shows the OperationsHERO website homepage. At the top is a navigation bar with the logo, links for Home, Solutions, Resources, Partners, and Support, and buttons for Free Trial and Login. The main banner features the text "USE AI TO STREAMLINE YOUR COMMUNITY USE" and "EMPOWER YOUR CAMPUS", with "Get A Demo" and "Get Started Free" buttons. To the right is an image of a laptop and smartphone displaying the software interface. Below the banner is a section titled "The Future Of Operations Management" featuring a video player with the title "OEM Manuals, Pictures, Parts Lists" and a "See It In Action" button. To the right of the video is a grid of six blue buttons with icons: Work, Inventory, Planning, Events, Automation, and Energy.

OperationsHERO

Home Solutions Resources Partners Support

Free Trial Login

**USE AI TO STREAMLINE YOUR COMMUNITY USE**

**EMPOWER YOUR CAMPUS**

Get A Demo Get Started Free

**The Future Of Operations Management**

OperationsHERO in Action

OEM Manuals, Pictures, Parts Lists

See It In Action

**Work**

**Inventory**

**Planning**

**Events**

**Automation**

**Energy**

# OPERATIONSHERO.COM



[Home](#) [Solutions ▾](#) [Resources ▾](#) [Partners](#) [Support](#)

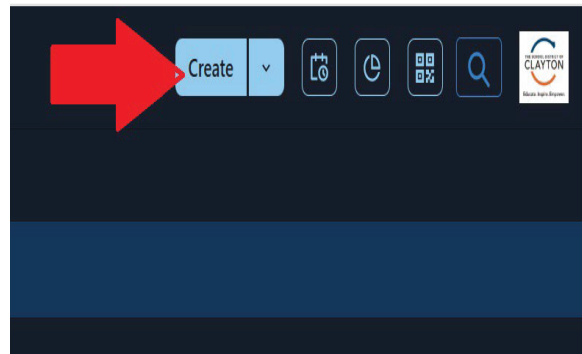
[Free Trial](#)

[Login](#)

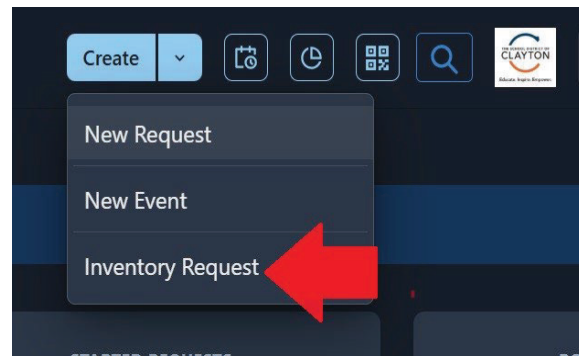


Sign in with google.

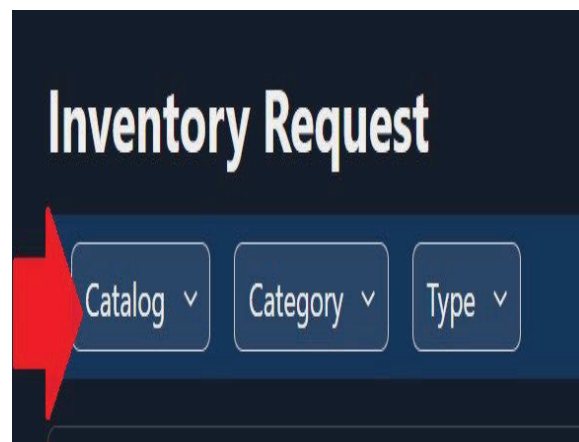
Select Create at the top of the page.



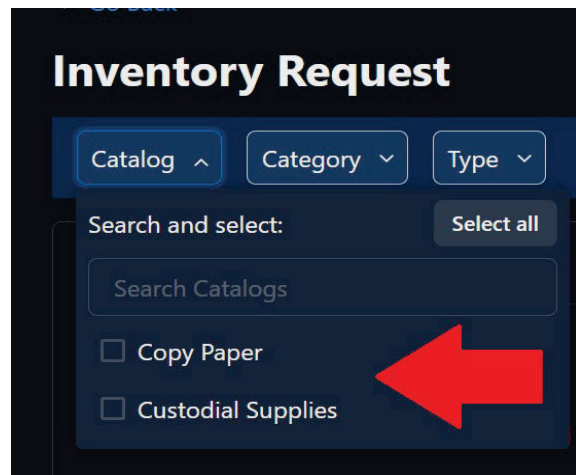
Select Inventory Request.



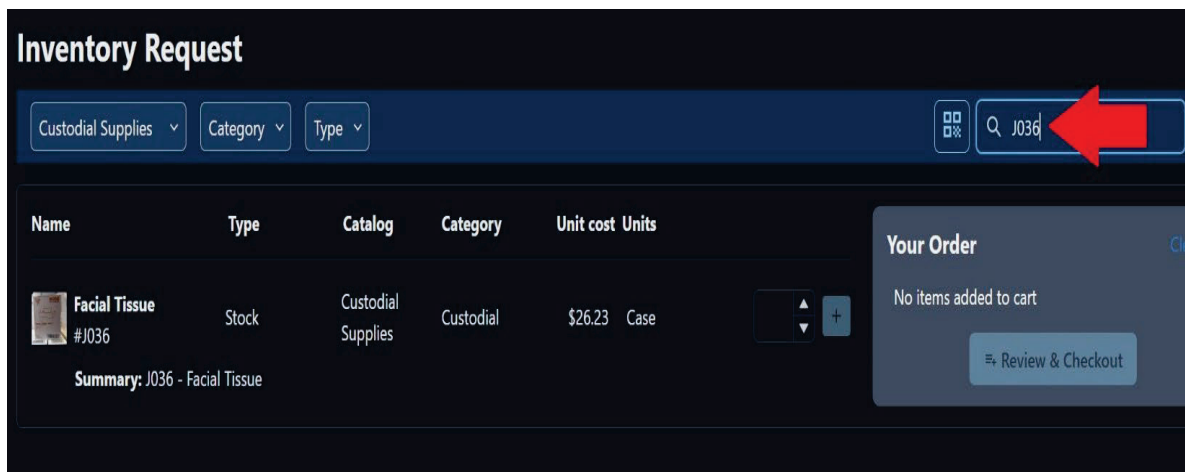
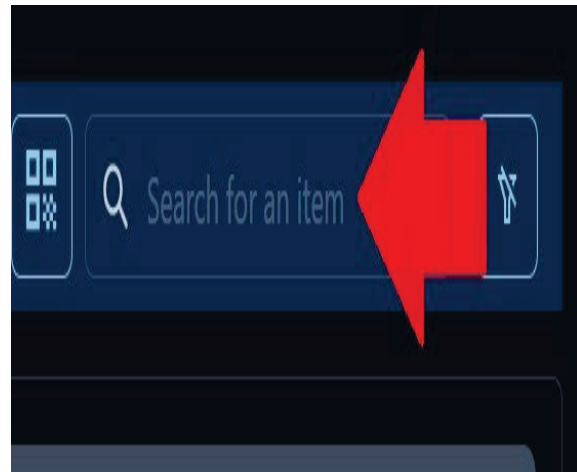
Select Catalog.



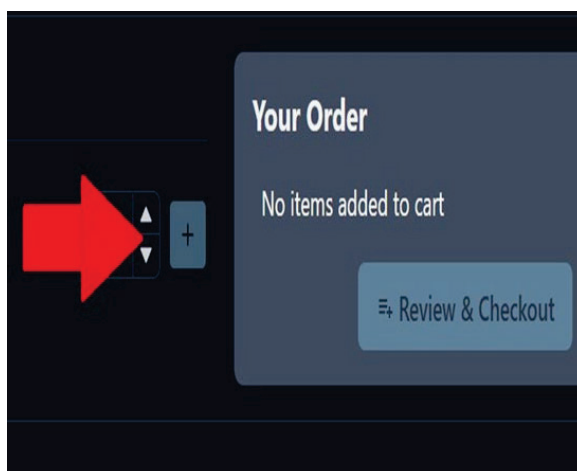
Select Copy paper or Custodial Supplies.



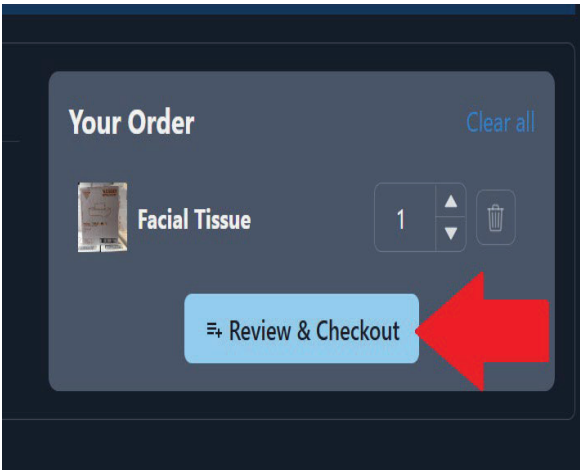
In the Search Bar type in either Item # or Description.



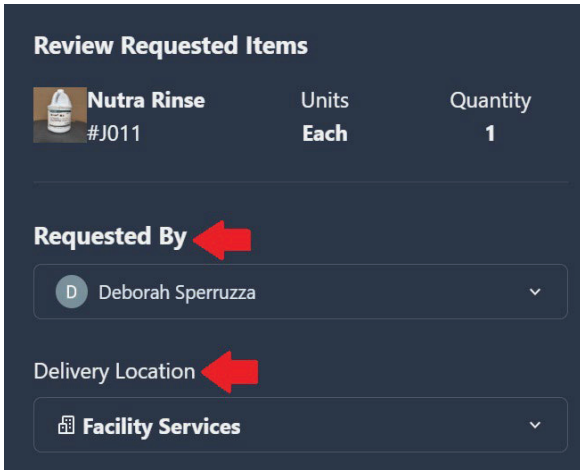
You can either manually enter the quantity or you can select the up or down arrow. Then select the plus sign to add your item to the cart.



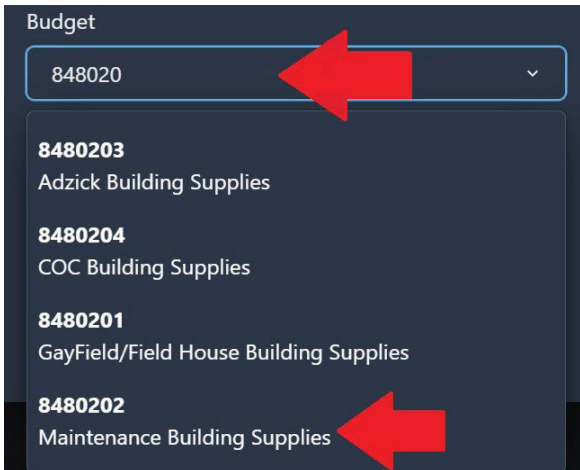
When your order is completed select Review & Checkout.



Make sure Requester and Location is correct.



Enter your Budget Number.



Click on Submit Request.

