

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b> PRE-AUDIT	<b>Procedure Number</b> 260.200	<b>Page Number</b> 1 of 1	<b>Effective Date</b> July 1, 2003 Revised 6/1/04
<b>Subject</b> CENTRAL SERVICES DEPARTMENT OF HUMAN SERVICES CENTRAL DISTRIBUTION FACILITY			

1. In accordance with Section 218.100 of the Code of Iowa, the Iowa Department of Human Services (DHS) is authorized to maintain and operate a central warehouse as a supply depot and distribution facility for surplus government products, other staples and such other items as is determined by DHS.
2. This fund is operated on receipts from the sales of merchandise and the recovery of handling, operating and delivery charges of the merchandise sold.
3. This central warehouse is housed at the Woodward Resource Center and is referred to as the WOODWARD DISTRIBUTION FACILITY. The DISTRIBUTION FACILITY supplies the above-mentioned products to all DHS and Corrections institutions.
4. After an institution buys goods from the WOODWARD DISTRIBUTION FACILITY, the warehouse forwards an invoice detailing the goods purchased to the purchasing institution. See below for an example of the invoice sent to the buyer by the WOODWARD DISTRIBUTION FACILITY.
5. Any problems or questions concerning this billing should be directed to the WOODWARD DISTRIBUTION FACILITY (515-438-3611). Problems or questions concerning the accounting process for these expenses should be directed to the DAS-SAE-Daily Processing.

Run Date: 12-06-2004 Sold To: WOODWARD RESOURCE CENTER WOODWARD, IA 50276	<b>INVOICE</b> Iowa Department of Human Services Distribution Facility	INVOICE NUMBER: 0029785 Customer Order No.: WOODWARD Customer ID: 0700000 PAGE 1																																												
<table border="0" style="width: 100%; font-size: small;"> <tr> <th style="text-align: left;">QUANTITY ORDERED</th> <th style="text-align: left;">QUANTITY ALLOCATED</th> <th style="text-align: left;">QUANTITY SHIPPED</th> <th style="text-align: left;">QUANTITY RECEIVED</th> <th style="text-align: left;">FORM AREA</th> <th style="text-align: left;">ITEM DESCRIPTION/ ITEM NUMBER</th> <th style="text-align: left;">UNIT MEAS.</th> <th style="text-align: left;">ITEM WGT.</th> <th style="text-align: left;">UNIT PRICE+8.5%</th> <th style="text-align: left;">UNIT PRICE</th> <th style="text-align: left;">EXTENDED PRICE</th> </tr> <tr> <td>60.00</td> <td>60.00</td> <td>60.00</td> <td>60</td> <td>T033</td> <td>SPOON PLASTIC MED. 1000/CS. 307920001</td> <td>CS</td> <td>420.00</td> <td>6.43</td> <td>5.9300</td> <td>355.80</td> </tr> <tr> <td>42.00</td> <td>42.00</td> <td>42.00</td> <td>42</td> <td>T044</td> <td>FACIAL TISSUE 264700401</td> <td>CS</td> <td>588.00</td> <td>13.26</td> <td>12.2199</td> <td>513.24</td> </tr> <tr> <td>42.00</td> <td>42.00</td> <td>42.00</td> <td>42</td> <td>T046</td> <td>PAPER TOWELS 264700301</td> <td>CS</td> <td>1,218.00</td> <td>11.91</td> <td>10.9800</td> <td>461.16</td> </tr> </table>	QUANTITY ORDERED	QUANTITY ALLOCATED	QUANTITY SHIPPED	QUANTITY RECEIVED	FORM AREA	ITEM DESCRIPTION/ ITEM NUMBER	UNIT MEAS.	ITEM WGT.	UNIT PRICE+8.5%	UNIT PRICE	EXTENDED PRICE	60.00	60.00	60.00	60	T033	SPOON PLASTIC MED. 1000/CS. 307920001	CS	420.00	6.43	5.9300	355.80	42.00	42.00	42.00	42	T044	FACIAL TISSUE 264700401	CS	588.00	13.26	12.2199	513.24	42.00	42.00	42.00	42	T046	PAPER TOWELS 264700301	CS	1,218.00	11.91	10.9800	461.16	WAREHOUSE-T TOTAL WEIGHT: 2,226.00  ORDER TOTAL WEIGHT: 2,226.00 RUN TOTAL WEIGHT: 2,226.00	1,330.20 8.5% HANDLING CHARGE 113.07 1,443.27
QUANTITY ORDERED	QUANTITY ALLOCATED	QUANTITY SHIPPED	QUANTITY RECEIVED	FORM AREA	ITEM DESCRIPTION/ ITEM NUMBER	UNIT MEAS.	ITEM WGT.	UNIT PRICE+8.5%	UNIT PRICE	EXTENDED PRICE																																				
60.00	60.00	60.00	60	T033	SPOON PLASTIC MED. 1000/CS. 307920001	CS	420.00	6.43	5.9300	355.80																																				
42.00	42.00	42.00	42	T044	FACIAL TISSUE 264700401	CS	588.00	13.26	12.2199	513.24																																				
42.00	42.00	42.00	42	T046	PAPER TOWELS 264700301	CS	1,218.00	11.91	10.9800	461.16																																				
RECEIVED BY: <u>Bob Smith</u> DATE: <u>2-6-04</u>																																														