
WAREHOUSE RECEIVING (WHS-P002)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to receive buy-out and warehouse purchase orders.

2.0 RESPONSIBILITY:

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker
- 2.3 Warehouse Records Clerk

3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing _____
Signature Date

4.0 DEFINITIONS:

- 4.1 PO - Purchase Order
- 4.2 ROL - Receive On-Line
- 4.3 SCUSD - Sacramento City Unified School District

5.0 PROCEDURE:

- 5.1 Receiving copy of the Purchase Order is filed in the warehouse bins
- 5.2 Different carriers deliver orders to the district warehouse
 - 5.2.1 The order is verified and staged.
 - 5.2.2 The order is checked in against the purchase order and packing slip.
 - 5.2.3 The order is prepared by labeling the package and inserting a copy of the purchase order and packing list.
 - 5.2.4 The order is staged for delivery to school site/department by route.
 - 5.2.5 The order is received on-line.
 - 5.2.3 The warehouse driver delivers the order.
- 5.3 Fixed Asset Process: Items purchased at \$500 or more (\$464.00 plus sales tax) are considered fixed assets (excludes books and software).
 - 5.3.1 The fixed asset order is processed as in 5.2
 - 5.3.2 Fixed Asset items are tagged with a barcode (asset tag)

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and marked "SCUSD", where applicable

- 5.3.3 Upon receiving the order on-line, Warehouse creates a fixed asset record and completes with product information.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order
- 6.2 Packing Slip
- 6.3 Site Delivery Slip (POD) (WHS-F002)
- 6.4 Barcode

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase Order, Packing Slip, POD	File Cabinet	5 year	Discard as desired	Secured Warehouse

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1213/04	A	Initial release
08/02/05	B	Add form # to 6.3
11/28/06	C	Revise 5.2.4

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