Sacramento City Unified School District

#### 1.0 SCOPE:

1.1 This procedure discusses the process that is used by the warehouse to prepare return shipping of items to vendors.

#### 2.0 **RESPONSIBILITY**:

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

### 3.0 APPROVAL AUTHORITY

**DEFINITIONS:** 

3.1 Director of Purchasing

Signature

Date

- 4.1 PO: Purchase Order
- 4.2 POD: Proof of Delivery
- 4.3 RMA: Return Merchandize Authorization

#### 5.0 PROCEDURE:

4.0

- 5.1 Purchasing obtains RMA from vendor to return item (s) on purchase order.
- 5.2 Service Request Form is issued to pick up the item (s) from the school site or department and placed on the warehouse bulletin board.
- 5.3 The warehouse driver picks up return merchandise.
  - 5.3.1 If there is a RMA and related paperwork, the boxes are placed on the warehouse workbench for preparation.
  - 5.3.2 If the RMA and related paperwork is not with the Service Request, the boxes are placed in the Purchasing Returns area.
- 5.4 The warehouse worker prepares boxes and paperwork and places the boxes in the Warehouse returns area for pick up.
- 5.5 The common carrier picks up the boxes and returns to vendor

#### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order
- 6.2 Services Request (PUR-F001)

# WAREHOUSE RETURNS (WHS-P003)

Sacramento City Unified School District

## 6.3 POD

6.4 Packing Slip/Invoice

## 7.0 RECORD RETENTION TABLE:

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

## 8.0 REVISIONS:

Date:	<u>Rev.</u>	Description of Revision:
1213/04	А	Initial release
08/2/05	В	Add form # to 6.2

\*\*\*End of procedure\*\*\*