WAREHOUSE PROCESS (WHS-P001)
Sacramento City Unified School District

1.0: SCOPE:

   1.1 This procedure discusses the process that is used by the warehouse to provide merchandise to the District

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 W: Warehouse Stores Requisition Type

   4.2 H: Return Stores Requisition Type

   4.3 POD: Proof of Delivery

5.0 PROCEDURE:

   5.1 School sites and departments creates and submits an on-line warehouse requisition (W) for products stocked in the district warehouse.

   5.1.1 When in "approved" status, the requisition is reviewed and issued through the Escape Finance System.

   5.1.2 A site delivery report is printed.

   5.1.3 The item (s) on the site delivery report is filled, checked, re-checked, and staged by route.

   5.1.4 The order is loaded into the warehouse trucks by route.

   5.1.5 The order is delivered directly to the school site or department.

   5.1.6 School Site or department receives a copy of the POD and the original POD is filed in the Warehouse Office.

   5.2 School site or department should check and report any discrepancies on the warehouse order within 48 hours of receipt.

   5.2.1 For Return, school site or department creates and submits a Warehouse

   Returns requisition (H).

5.2.2   Returned item must be in original and resalable condition.

5.2.3   Warehouse worker will pick up item, check-in, and place back on shelf.

5.2.4   The hardcopy returns requisition is received on-line and filed.

5.3   Emergency warehouse orders:

5.3.1   The school site or department creates and submits a warehouse requisition (W).

5.3.2   The site calls and informs the warehouse of the emergency and the warehouse requisition.

5.3.3   The warehouse requisition is issued, a site delivery report printed and filled.

5.3.4   The school site or department picks up order at the district warehouse.

6.0   ASSOCIATED DOCUMENTS:

6.1   Warehouse Stores Requisition

6.2   Returns Stores Requisition

6.3   Warehouse Catalog

6.4   Site Delivery Report (POD)

7.0   RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Site Delivery Report	File Cabinet	1 year	Discard as desired	Secured Warehouse
On-Line Warehouse Requisition	District Network	1 year	Discard as desired	Secured Information Services/Serna Center

8.0 REVISIONS:

Date:	Rev.	Description of Revision:
1213/04	A	Initial release
06/06/06	B	Revise records retention table

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