
WAREHOUSE RETURNS (WHS-P003)

Sacramento City Unified School District

6.3 POD

6.4 Packing Slip/Invoice

7.0 RECORD RETENTION TABLE:

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

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
08/2/05	B	Add form # to 6.2

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