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# CENTRAL PRINTING PRINTED MATERIAL (WHS-P006)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to pick up and deliver printed material from Central Printing Department.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker

## 3.0 APPROVAL AUTHORITY

Approved signature on file

- 3.1 Director of Purchasing

## 4.0 DEFINITIONS:

- 4.1 POD: Proof of Delivery

## 5.0 PROCEDURE:

- 5.1 The warehouse staff picks up printed material at the Central Printing Department on a daily basis
- 5.2 The warehouse staff checks POD and stages it by route
- 5.3 The warehouse driver delivers to appropriate school site or department
- 5.4 The POD is signed by receiver and filed in the warehouse

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Site Delivery Reports (POD)

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
POD Slips	File Cabinet	1 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

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