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## STATE-ADOPTED TEXTBOOK STORAGE (WHS-P008)

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 provide storage for state-adopted textbooks in the warehouse.

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:

- 3.1 Director of Purchasing

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### 4.0 DEFINITIONS:

- 4.1 POD: Proof of Delivery

### 5.0 PROCEDURE:

- 5.1 Responsible department orders state-adopted textbooks.
- 5.2 District Warehouse notifies responsible department of arrival of orders.
- 5.3 Responsible department checks in and places the textbooks on shelves.
- 5.4 The warehouse records clerk receives the POD and receives on-line.
- 5.5 Responsible department will process the distribution of textbooks to school sites on an as-need basis.
- 5.6 The warehouse will deliver to school sites.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 POD Slip

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
POD Slip	File Cabinet	1 year	Discard as desired	Secured Warehouse

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**8.0 REVISIONS:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release  * * * E n d o f p r o c e d u r e * * *