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## **WAREHOUSE PROCESS (WHS-P001)**

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 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

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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 an