
SURPLUS BOOKS (WHS-P009)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used by the warehouse to provide storage for state-adopted textbooks and discard books in the warehouse.

2.0 RESPONSIBILITY

2.1 Warehouse Supervisor

2.2 Warehouse Worker

3.0 APPROVAL AUTHORITY:

3.1 Director of Purchasing

Signature

Date

4.0 DEFINITIONS:

4.1 None

5.0 PROCEDURE:

5.1 School Site determines whether books, textbooks, and library books are either surplus or discard.

5.1.1 School Site boxes the surplus books and labels accordingly

5.1.2 School Site issues a Service Request Form stating number of boxes for pickup

5.2 The district warehouse picks up and stores the "discard" books, and Library Services stores the "surplus" books.

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