
Utility Bills, Facilities Operations/Energy MOP-W007
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses how to process utility bills for the sites for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Office Technician III

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

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6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Utility bills	Filing cabinet	3 years	Discard as desired	