
WAREHOUSE RECEIVING (WHS-P002)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to receive buy-out and warehouse purchase orders.

2.0 RESPONSIBILITY:

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker
- 2.3 ~~W~~ Warehouse Records Clerk

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and marked "SCUSD", where applicable

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