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**UPS RETURNS (WHS-P004)**  
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 prepare shipping/delivery of items to sites or vendors.

**2.0 RESPONSIBILITY:**

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

**3.0 APPROVING**

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5.1.10 Pink copy of Shipping Services Request and Charge form goes to warehouse records clerk for filing. White copy stays in warehouse.

5.1.11 Leave shipment and UPS log on the dock for pick up

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Purchase Orders

6.2 Shipping Service Request and Change Form (WHS-F001)

6.3 Packing Slips

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase Order	File Cabinet	5 year	Discard as desired	Secured Warehouse

**8.0 REVISIONS:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
08/2/05	B	Revise Associated Documents in 6.2

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