# **UPS RETURNS (WHS-P004)**

Sacramento City Unified School District

## 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:

Date: Rev.		Description of Revision:		
1213/04	Α	Initial release		
08/2/05	В	Revise Associated Documents in 6.2		

\*\*\*End of procedure\*\*\*