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## **WAREHOUSE PROCESS (WHS-P001)**

Sacramento City Unified School District

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5.2.2 Returned item must be in original and resalable condition.

5.2.3 Warehouse worker will pick up item, check-in, and place back on shelf.

5.2.4 The hardcopy returns requisition is received on-line and filed.

5.3 Emergency warehouse orders:

5.3.1 The school site or department creates an