

---

## **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~~arehouse Records Clerk

---

**WAREHOUSE RECEIVING (WHS-P002)**

Sacramento City Unified School District

---

and marked "SCUSD", where applicable

5.3.3