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## **WAREHOUSE RETURNS (WHS-P003)**

Sacramento City Unified School District

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**1.0**

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## WAREHOUSE RETURNS (WHS-P003)

Sacramento City Unified School District

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6.3    POD

6.4    Packing Slip/Invoice

### 7.0    RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase Order/ Service Request/ POD/Packing Slip/ Invoice	File Cabinet	5 year	Discard as desired	Secured Warehouse

### 8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1213/04	A	Initial release