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## CENTRAL PRINTING PRINTED MATERIAL (WHS-P006)

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 pick up and deliver printed material from Central Printing Department.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker

### 3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing

Approved signature on file

### 4.0 DEFINITIONS:

- 4.1 POD: Proof of Delivery

### 5.0 PROCEDURE:

- 5.1 The warehouse staff picks up printed material at the Central Printing Department on a daily basis
- 5.2 The warehouse staff checks POD and stages it by route
- 5.3 The warehouse driver delivers to appropriate school site or department

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