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**BACKORDER FILLS (WHS-P005)**  
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 when the backorder item(s) are received and must be filled for delivery to the sites or departments.

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 Records Clerk

**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 order is received from the vendor and the order is processed for delivery to the sites or departments.

- 5.6 The warehouse worker fills, checks, rechecks, packages, and stages the order by route.
- 5.7 The order is delivered by the warehouse driver to the appropriate school site or department.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Site Delivery Reports (POD)

**7.0 RECORD RETENTION TABLE:**

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| Site Delivery Reports | File Cabinet   | 5 year           | Discard as desired | Secured Warehouse |

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**8.0 REVISIONS:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 12/13/04     | A           | Initial release                 |

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