
WAREHOUSE PURCHASE ORDER PROCESS (PUR-P004)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to produce purchase orders to order stock for the warehouse for the Sacramento City Unified School District.

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

2.0 RESPONSIBILITY:

- 2.1 Purchasing Buyer/Supervisor

3.0 APPROVAL AUTHORITY

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8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1213/04	A	Initial release
06/06/06	B	Revise records retention table and add document

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