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## **WAREHOUSE RECEIVING (WHS-P002)**

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 receive buy-out and warehouse purchase orders.

### **2.0 RESPONSIBILITY:**

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker
- 2.3 ~~W~~arehouse Records Clerk

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and marked "SCUSD", where applicable

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