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UPS, FEDEX PICK-UPS (PSL-W044)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Working Instruction for deliveries made to the Sacramento City Unified School district such as UPS, FedEx, Special Deliveries and Pick Ups.

**2.0 RESPONSIBILITY:**

- 2.1 Customer Service Specialist

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**4.0 DEFINITIONS:**

- 4.1 SCUSD—Sacramento City Unified School District.
- 4.2 Receipt Log—document used to keep track of the packages received at the front counter of the district office.
- 4.3 UPS—United Parcel Services.
- 4.4 Plant Manager—Manager in charge of the maintenance and care of the facility.

**5.0 PROCEDURE:**

- 5.1 Log in all Federal Express and Airborne Express deliveries on the SCUSD package receipt log in and out sheet.
- 5.2 UPS deliveries are dropped off at Shipping and Receiving located at North East at rear of building.
  - 5.2.1 Call the Plant Manager on c/b radio so the manager or custodian can meet UPS at shipping/ receiving.
- 5.3 Pickups for Fed Ex or Airborne Ex are held at front desk.
  - 5.3.1 If packages have not been picked up after 3 days; fed ex envelopes will be mailed to department and fed ex packages will be picked up by custodian for delivery to recipients department.
- 5.4 Special Deliveries such as; flowers, cookie creations or inter district drop offs. Customer Service Representative should give employee a courtesy call to inform them of delivery.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 N/A

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

**\*\*\* End of procedure \*\*\***