

**CLASSIFICATION: Business and Noninstructional  
Operations****ADOPTED: 1/5/79****REVISED: 6/13/18****SUBJECT: Warehousing/Shipping/Receiving/  
Distribution Services****PAGE: 1 of 2**

The Warehousing/Mail Service Unit, Maintenance and Operations department, is responsible to provide receiving, shipping, warehousing, and distribution services for the San Diego County Office of Education (SDCOE) and offsite facilities.

### RECEIVING, SHIPPING, WAREHOUSING

The Warehousing/Mail Service Unit:

- Receives, processes, and delivers all supplies and materials received at SDCOE's main campus
- Provides warehousing for materials and supplies for all sections
- Maintains records of materials in warehouse
- Performs moving and relocation services for employees of the County Superintendent of Schools
- Stores and provides control and delivery of SDCOE stationery forms
- Stores data processing supplies and makes deliveries as required
- Provides pick-up and in-house delivery of parcel post and mail from the U.S. Post Office
- Performs all parcel and mail postage services at SDCOE's main campus
- Provides daily delivery of SDCOE offsite financial information to the San Diego County Administration Building and financial deposits to the authorized banking institution

### DISTRIBUTION SERVICES

The Delivery Services Unit, Maintenance and Operations department, has the responsibility to provide truck delivery and distribution services for SDCOE's main

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campus and offsite facilities.

The Delivery Services Unit:

- Delivers materials and equipment to individual contract schools and community colleges and to the district offices of noncontract school and community college districts
- Provides regularly scheduled mail delivery services to school and community college districts in the county at least weekly
- Provides pick-up, sorting, and delivery of intradistrict mail as requested
- Provides special pick-ups and deliveries as requested

**Board Policy: 3000**

**Derivation: Former Operational Procedure No. 3747.2, Adopted 1/5/79. Amended and Renumbered 3527, 9/13/95. Amended 4/5/01, 6/13/18.**