

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 1/5/79

REVISED: 11/10/21

**SUBJECT: Warehousing/Shipping/Receiving/
Distribution Services**

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The Warehousing/Mail Service unit of the 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
- 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 campus and offsite facilities.

The Delivery Services Unit:

- Delivers materials and equipment to individual contract schools and

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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, 11/10/21.