
WARRANT REGISTER, FTP FILE, TRANSMITTAL SHEET (ACC-W034)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process that is usss t63/e2 -153-4401 Tc 0.00026 T5 40 59 0 grG6m[1

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6.0 ASSOCIATED DOCUMENTS:

6.1 Warrant Register

6.2 Transmittal Sheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Warrant Register	File cabinet in office	Three years	Discard as desired	Access limited to staff

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial release
3/31/08	B	Updated responsibility and work instructions

***** End of work instruction *****