

**Baltimore County Public Schools**  
**Department of Business Services**  
**Distribution & Print Services**

<b>Subject:</b> PICKING AND SHIPPING		<b>Operating Procedure:</b> OP 5004.2	
Effective Date: July 1, 2006	Revised Date: July 1, 2006	Distribution: INTERNAL	
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**Policy:**

The major purpose of the picking and shipping function is to process customer orders in the most accurate, timely and efficient manner possible. A network of procedures and controls is used in this function.

**Procedures: PICKING**

A two (2) part shipping/picking order is created by the Data Entry Clerk via entry in to the Automated Inventory Management System. The inventory system produces a sequentially numbered shipping/picking order.

The methods of picking and shipping for the Warehouses are the same. Using the two (2) part shipping/picking order, the picker (Material Handler) proceeds to the location of the item. The picker compares the description of the item on the order, and the item number, to the product in the picking location. After verification the quantity is removed from the picking location. If the picker is unable to fill the order the Shop Supervisor is notified. The Shop Supervisor is responsible to take the steps necessary to resolve the discrepancy. The picker continues until the shipping/picking order is complete. The order is prepared for shipment and placed in a staging area. All orders are checked by someone other than the original picker prior to loading for delivery.

**Procedures: SHIPPING**

The picker and or driver removes the order from the staging area and loads on to truck or step van. The driver is responsible for verifying the accuracy of the picking/shipping order and items pulled from stock before loading on truck or step van. The driver is responsible to secure load and protect from damage during transit.

The driver proceeds along an assigned route or as picking/shipping orders indicate. Upon arrival at the school or office the driver will unload all freight at the designated delivery point. The driver will locate a staff member (Cafeteria Manager, Custodian or Office Personnel) to receive, check and sign for the delivery. Any discrepancies between order and receipt must be recorded and verified by the Driver. The receiving person will, upon completion of the delivery, receive the second copy of the picking/shipping order.

The original copy of the picking/shipping order will be returned to the Pulaski Office for further processing or filing.