**Outgoing Package Shipment Process**

1. If you have an item that needs to be returned, print out the shipping information if you have it or packing slip, and adhere it to the package.
2. Request from your administrative support that a work order be placed for picking up and shipping the package.
   1. Include the necessary information to complete the package delivery:
      1. Who is requesting the shipping?
      2. Where to pick the item ready to be shipped up?
      3. If the packing slip is already adhered to the package, or the inverse, if you need us to contact USPS, UPS, or Fedex.
      4. Let us know if you want a tracking number.
      5. Let us know if you need a signature to receive the package.
3. The Warehouse and Inventory Control technician will complete the work order as requested.  Updates can be reviewed @   [Welcome to MySchoolBuilding](https://login.myschoolbuilding.com/msb).  If you need help navigating our work order system, please visit our MAINTENANCE section of the YCOE Knowledge base.