
Accounting, Facilities/Maintenance & Operations (MOP-P012)
Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure outlines how to process requisitions and vendor invoices at the Maintenance and Operations Office at Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Accounting Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Director, Facilities and Maintenance

Signature

Date

Signature on file

4.0 DEFINITIONS:

- 4.1 ESCAPE: SCUSD Information System.

5.0 PROCEDURE:

5.1 Blanket Order Vendor Invoices:

- 5.1.1 Receive through inter-office mail from District Office, from U.S. mail or from Facsimile.
- 5.1.2 Date stamp each invoice.
- 5.1.3 Review vendor blanket for accuracy.
- 5.1.3 Every Friday, separate invoices by trade shop, scan to file and e-mail files to appropriate trade supervisors.
- 5.1.4 Trade supervisor to review vendor invoices to match blanket number for accuracy then add invoice to correct blanket on shared drive.
- 5.1.5 Accounting Technician will verify information from invoice and trade shop Excel file. Information to include the invoice number, amount and date sent to A/P.
- 5.1.6 Accounting Technician will send approved invoices with signature stamp to A/P for payment as needed.
- 5.1.7 When requested, Accounting Technician will provide invoice status.

5.2 Non-blanket vendor estimates or invoices:

- 5.2.1 Review estimate or invoice, turn into Maintenance & Operations Director for approval. (If purchase order is against trade General Budget –proceed to step 5.2.2)
- 5.2.2 Once signature approval is received, Accounting Technician will review scope of work, verifying each quote is accurate, create a requisition in ESCAPE, taking into account whether the requisition is confirming, construction, JIT, warehouse, electronic, travel requisition and/or service/contract agreement.

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5.2.2.1 Less than \$7,499.00 value: requires one estimate.

5.2.2.2 \$7,500.00 - \$19,999.00 value: must have two estimates by fax or phone.

5.2.2.3 \$20,000.00 - \$68,999.00 value: must have three written estimates.

5.2.3 Identify funding source and enter budget code into ESCAPE accounting page. Budget Code is to be taken from SACS Code Book. Verify funding sources and process appropriations transfers as necessary. (Requesting budget code set up may be necessary.)

5.2.3.1 Await appropriate approvals, which are entered electronically into ESCAPE.

5.2.3.2 Director of M&O receives yellow and pink copies of purchase order.

5.2.3.3 File yellow copy with attached requisition paperwork.

5.2.3.4 Pink copy is sent to the appropriate project manager.

5.3 Formal Bid Process and Procedure

5.3.1 Supply necessary information to Accounting Technician, Accounting Technician will review scope of work, requisition will be placed in the ESCAPE system and an e-mail will be sent to the contracts office with the requisition number and back up information. Purchasing will send information out to formal bid.

5.3.1.1 \$30,000.00 - \$124,999.00 Informal Bidding-Public Works Project.

5.3.1.2 \$69,000.00 - Formal Bidding for Labor.

5.3.1.3 \$69,000.00 – \$125,000.00 Formal Bidding-Materials and Supplies.

5.4 Change Order Request Procedure

5.4.1 Supply necessary information to Accounting Technician regarding changes to original purchase order. This will be an amended increase or decrease to original amount of the purchase order or to the scope of work.

5.4.2 E-mail request along with back up to Purchasing Services supervisor with designated changes.

5.4.3 Once changes are completed, receive items on-line and forward invoice to A/P for payment.

5.5 Budget Report Procedure

5.5.1 Run weekly reports every Friday for various funding sources and sites.

5.5.2 Analyze information and transfer necessary information to Excel spreadsheet.

5.5.3 E-mail Excel report the same day to Assistant Superintendent of Operation Support Services and Director of Facilities Maintenance and Operations.

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5.6 Check Abatement Procedure

- 5.6.1 Checks received for recycled materials or from other sources are to be placed into proper accounts through the general accounting department.
- 5.6.2 Send memorandum to fiscal services technician in general accounting.
- 5.6.3 Deposit information to include company name, check number and check amount.
- 5.6.4 Indicate which budget code is to be credited for check amount.
- 5.6.5 Keep a copy on file and send copy to appropriate individual making deposit request.

5.7 START Program Procedure

- 5.7.1 Print requisition as requested by Operations Manager.
- 5.7.2 Give requisition printout to Operations Manager to review for approval.
- 5.7.3 When requisition is returned with authorized signature, place proper budget code in accounting page of requisition and submit for approval.
- 5.7.4 Keep copy of requisition for START file and give a copy to Operations Manager.

***Notes:**

- * In most cases, Deferred Maintenance funds will require Budget Services to set up a proper budget code(s) per the Accounting Technician's request. The request can take up to two days before a code is complete and a requisition can be placed in submitted status.
- * There may be instances when one or more of the Purchase Order Approvers are out of the office and are unable to access the ESCAPE system. This will also delay the approval process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1.1 SACS Budget Code Book
- 6.2.1 Warehouse Order Book
- 6.4 Blanket Order Sheet
- 6.5 EXCEL files
 - 6.5.1 Blanket Orders
 - 6.5.2 Federal Renovation Fund, (One Million Dollar Fund)
 - 6.5.3 Deferred Maintenance Funds

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
EXCEL Files	Electronic	Three years	Discard as desired	Limited access
Requisitions	Two years in office and balance stored in storage room	Three years	Discard as desired	Limited access

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial Release
04/02/08	B	Procedures updated; 5.0, 5.2, 5.3, 5.4, 5.5, 5.7 & 7.0

****END OF PROCEDURE****