![Sacramento City Unified School District logo]

Sacramento City Unified School District

— BULLETIN —

SUBJECT:	<u>Purchase Order Board Report Format</u>	**2012-13 NO. AS-25**
TO:	<u>All Principals, Office Managers and Departments</u>	
DATE:	<u>February 7, 2013</u>	
PREPARED BY:	<u>Richard E. Odegaard</u> Interim Chief Business Officer	**DEPARTMENT:** <u>Administrative Services</u>
REVIEWED BY:	Jonathan P. Raymond	**APPROVED:** _RE Odegaard_

Once a month, a detailed report of all purchases that utilize a purchase order is presented to the Board and available online to the public. Information provided includes the purchase order number, the vendor, the major fund that is paying for the purchase, and the purchase amount. In addition, a description of the purchase is included – which comes directly from the "Comment" line of the requisition. **It is critical to ensure that staff who do the data entry make the comment as clear and understandable as possible (there is a 50-character limit).**

Some examples of comments within the 50-character limit, which are very succinct and give the reader a good sense of the purchase include:

- CJA Brackets for Projector Screen
- First Lego League Team Registration/Equipment
- Handwriting Without Tears Curriculum
- Perfect Attendance Award Ceremony Cal Expo
- Strategies That Work: Teaching Comprehension

Some examples of comments which are inadequate or unacceptable include:

- Book for Principal
- IPODs
- Desktops
- Repair of Golf Carts

Please discuss with your staff members the importance of providing a clear description in the "comment" block of the purchase order. Ambiguous or vague descriptions may raise questions on the necessity of the purchase. In an effort to improve our report and to make them clear, concise and informative, budget reviewers will return the purchase order to the originator for correction if the comment line is inadequate.

Please feel free to contact Richard Odegaard, Interim Chief Business Officer, at 643-9055 if you have any questions regarding this information.

Thank you for your continued efforts to provide quality information to the Board and public.

cc: Cabinet Members
        Budget Staff

REO:glm