# PURCHASING SERVICES GUIDELINES

## 2024/2025

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# COMMODITY ASSIGNMENTS

## ROBERT ALDAMA, PURCHASING MANAGER II

Capital/Construction/Facilities Projects, Vehicles,
Formal Bids/ RFQs / RFPs,
CALcard Administrator

## MELANIE GUTIERREZ, BUYER III

Bids/ RFQs/RFPs

Computers & Peripherals, Audio Visual Equipment, Classroom

Materials, On-line Subscriptions, Furniture, Early Learning & Care

Office Depot Accounts,
Nutrition Services,
Office & Technical Equipment,
Chargeback Increases/Decreases

## LEA HARTIGAN, BUYER II

Travel – Airfare/Car Rental/Hotel/Registrations, Confirming
Requisitions,

Library Textbook Services, UBEO Copiers, W9 entries,
Charters (Transportation), Field Trips
Career Readiness (CTE), Transportation Services
Blanket Increases/Decreases

## VACANT, BUYER I (Tara Phillips in lieu of)

Blanket Increases/Decreases,

Classroom Materials,
Home Depot,
Music Supplies & Equipment, Sports Equipment, Science Supplies, School Nurse
Supplies, W9 entries, Novels
Special Education

## TINA ALVAREZ-BEVENS, CONTRACT ANALYST

Service Agreements, Grants, MOUs,
Nonpublic School/Agency Requisitions,
Facilities Support/ Construction Bid Facilitation, Board of
Education Consent Agenda

# <u>Travel Made Easy</u>

All District Travel is procured centrally through Purchasing Services.

In order to process Travel Requests the following must be submitted:

- Travel Request Form (#ACC-F014) SIGNED by all approvers submitted to Purchasing at least 60 days prior to travel date or as soon as the event opens registration.
- Escape Conference/Travel Requisitions created and submitted by the site and APPROVED by Budget.
- Backup (flyers, registration forms, and **approved travel request form**) scanned and **attached to the requisition(s).**

o Scan the total packet to [Travel@scusd.edu](mailto:Travel@scusd.edu) for processing. (Please note any special instructions)

- Must have a separate requisition for each component of the trip. (flight, hotel, car rental, etc.)

## IMPORTANT INFORMATION

### <u>AIRFARE RESERVATIONS</u>

- Names must be LEGAL NAMES (what is on the driver's license)
- BIRTHDATES and GENDER are required for booking airfare
- Please select times and dates for departures and returns, or your preferred time frames.
- The earlier it is booked the better the price will be.
- Southwest Airlines is our standard airline for travel in California.

**<u>Please note: Effective May 3, 2025 a California "REAL ID" will be required for all air travel.</u>**

### <u>REGISTRATIONS</u>

- Please provide completed registration forms including course selections, if applicable.
- Most vendors will accept credit card payments for registration; otherwise Accounts Payable may issue a check.
- Please provide travel request form as close to open registration date as possible.

## HOTELS

- Provide the hotel name, phone number, and address.
- Note if you are sharing rooms, any special accommodations should be clearly listed.
- Check in date and check out date must be listed.
- District pays for room, tax and parking when required.
  *\*\*Incidentals are not covered by the District; most hotels will require a personal credit card at time of check-in for incidentals.\*\**
- If your requested hotel is not available, you will need to provide alternate options.

## Enterprise CAR RENTAL

- Provide name of person who will be responsible for the rental vehicle, this **must be an SCUSD employee.**
- Provide pick-up date and time and location.
- Provide drop-off date and time and location.


PLEASE NOTE: RESERVATIONS CANNOT BE MADE UNTIL ALL DOCUMENTS ARE APPROVED.
PLEASE DO NOT SUBMIT LAST MINUTE PAPERWORK FOR TRAVEL.
**AT LEAST 30 DAYS ADVANCE NOTICE IS REQUIRED.**

# Vendor Recommendations

| VENDOR NAME | VENDOR # | VENDOR NAME | VENDOR # |
|---|---|---|---|
| **Art/Craft Supplies** | | **Office Supplies** | |
| Blick Art Supplies | 113854 | Office Depot | 113902 |
| Discount School Supply | 115450 | **P.E. Supplies** | |
| Nasco | 104077 | BSN Sports | 106546 |
| School Specialty | 009743 | Epic Sports | 310064 |
| **Audio/Visual/Headsets** | | Gopher Sports | 106852 |
| B&H Photo | 002010 | S&S Worldwide | 114774 |
| Bluum | 000013 | U.S. Games | 109963 |
| **Classroom Manipulatives** | | **School Nurse Supplies** | |
| Discount School Supply | 115450 | School Nurse Supply | 117677 |
| Lakeshore Learning | 049121 | **Science Supplies** | |
| Nasco | 104077 | Carolina Biological | 015509 |
| S&S Worldwide | 114774 | Fisher Scientific | 000061 |
| **Custodial Supplies** | | Flinn Scientific | 012966 |
| Home Depot USA | 313076 | Sargent Welch | 077877 |
| **Flags** | | **Technology** | |
| Amazon Capital | 122373 | CDW-g | 122960 |
| School Specialty | 009743 | Apple Computer | 004950 |
| **Student Incentives/Awards** | | **2-way Radios** | |
| Jones School Supply | 045650 | Golden State Comm. | 316865 |
| Oriental Trading Co. | 002226 | J's Comunication | 316869 |
| **Field Trip Transportation** | | **Furniture** | |
| All West Coachlines | 001930 | Virco | 091769 |
| Amador Stagelines | 002361 | Lakeshore(PreK/Kinder) | 049121 |
| Charter America | 122147 | School Specialty | 009743 |
| Lux Bus America | 315028 | | |
| Michael's Transportation | 312987 | | |

# HELPFUL HINTS/ ESCAPE ON-LINE

- Escape requisitions must be entered in all **CAPS.**
- Detailed description **REQUIRED** for each line item for all requisition types. Please include item number, product number, ISBN, etc. Descriptions marked, "See Attached," will be returned to "Open" status for proper details.
- Instructions for the buyer should be put in the **NOTES** tab.
- Instructions for the vendor should be entered in the **"Message Before or Message After"** line item field.
- To select a vendor:
  - o Enter the 6-digit vendor ID number, or
  - o Type the first few characters of the name in the vendor ID field, press F4 or click on the drop down arrow, then select the vendor from the list, or
  - o Use the% to perform a keyword search, such as %depot or %robinson, then press F4 or click on the drop down arrow to select from the list. This works best if you search for the most unique word in the name (i.e. do not search %sacramento which would produce too many results; for a person, use whichever part of their name is more unique, first name or last name}
- Some vendors have multiple addresses in the vendor file. Please select the correct address. Click in the **Addr ID** field, then select the down arrow to see the addresses available. Note: If you cannot find the correct address, please email Buyer for assistance.
- All backup documentation should be scanned into the **ATTACHMENTS** tab of each requisition.
- **Confirming** requisitions (or Purchasing requisitions) for **Staff Reimbursement: Items must have been shipped to the school site or department to be approved for reimbursement.**
  Receipts that state a home "ship to" address or any other address other than the school site or District department will be **DENIED.**
- All Confirming requisitions must have **signed** invoices by site Administrator, receipts, sign-in sheets, etc., scanned and attached in the Attachment tab. Once scanned, it is not necessary to send backup to Budget or Purchasing Services.
- **Confirming requisitions must be under $400.00.** If over, please submit a "Purchasing" requisition with a notation in the Comment field, to **"Treat as Confirming".** Confirming requisitions submitted over $400 will be **DENIED**.
- Food purchases for District and school meetings, the agenda, sign-in sheets and signed receipts must be scanned and attached in the Attachment tab. Food cannot be purchased for resale or preparation without complying with the District's

Wellness Policy (BP 5030). Please allow extra time for processing. Employees should not pay presenters or any services directly and then submit for a reimbursement. An executed Service Agreement and District Purchase Order must be issued to the vendor prior to services being rendered.

- Paying District employees or members of staff family for goods and or services is not allowed. It is a conflict of interest. See Board Policy, BP3315
- If you are not able to Save/Close a requisition you may not have saved a line item or an attachment before moving on, or you may have entered invalid data in a field (such as location or vendor ID). Check all tabs for open or unsaved information and all fields for **red dots** indicating invalid data.

- **Blanket Order Requisition:**
  Select:
  Vendor Requisition
  Department: Purchasing
  Change Order Type to **Blanket Order** {listed in **Section 2)**
  Blanket Order line items should be marked as NON-TAXABLE so
  Escape does not add tax to your not-to-exceed amount.

- **For Chargeback Blanket Orders:**
  Select:
  Vendor Requisition
  Department: Chargeback
  Comments: Specify Vendor- **Office Depot, UBEO** (formerly **Ray Morgan) or
  Home Depot** - (these are the only authorized Chargeback vendors)
  Vendor ID: list six-digit vendor code
  Chargeback line items should be marked as NON-TAXABLE so Escape does not add tax to your not-to-exceed amount.

## Reminders

- **It is crucial that you keep track of your requisition from Open to Complete status.** Please check the status of your requisition in Escape prior to contacting Purchasing Services.
- To expedite your requisition please make sure your pricing is correct. In addition, be sure to include shipping costs when applicable. If the buyer has to update the prices and the change totals over $250.00 re-approval will be required and cause a delay.
- All orders delivered directly to the site must be Received Online (ROL) in Escape once they are physically received. Be sure to enter the Date Received if different

from the current date.

- When requesting a **"RUSH"** in approving your requisition, please remember the approvals are posted in the order listed in the Approval tab (i.e. Level 2 approves before Level 4). The Purchasing Manager's approval is always last. Requisitions over $15,000 will require PRC approval prior processing. Board Approval is required for expenditures over $114,500 (this amount adjusts each year on January 1st).

- All computers, peripherals, software, and license subscriptions must be created on a **Technology Requisition.**

- Any requests for equipment or murals to be affixed to a wall, ceiling or ground, requires an **Approved Special Projects Request (SPR) from Facilities** (see Facilities Support Services department page).

**U.S. Mail**

**FOR ALL MAILINGS** you must submit a "Request for Central Administration of U.S. Mail" (form #40-20372). It must have your budget code, authorized signature and number of pieces being mailed and must go through the Mail Room at Serna.

All mail being returned from the Post Office is now being charged by the Post Office at full price "First Class" rate. **The return fee will be charged to your budget code.** This includes using Metro Mail and other outside mail services. Please update your student/parent or employee addresses to avoid these extra charges.

NOTE: All mail processed through the Mail Room at the Serna Center is charged to the department/site. This includes all cumulative folders being sent and all returned mail (letters and postcards)

## *"Save Money with Bulk Mail"*

When mailing 200 pieces or more, you can save your site money by contacting **Central Printing.** Provide your mailing list and they do the rest.
  - Sort the mailing list and add bar codes for the lowest postage rate possible
  - Do all the variable data and printing
  - Fold and insert into envelopes, or cut post cards down to size
  - Deliver to the post office

# Chargeback Requisitions

*Note: All vendor requisition types can be created using the below process.*

Chargeback requisitions are used to set up a budget account that your online purchases and copier charges can be "charged back" to after the District has paid the bill in full. They can be increased or decreased as needed. Chargeback requisitions should only be used for the following vendors:

| | |
|---|---|
| **Home Depot (SupplyWorks)** | **Vendor#313076** |
| **Office Depot** | **Vendor#113902** |
| **UBEO (Ray Morgan)** | **Vendor#118627** |

To create a new Chargeback requisition you will need to fill out the **REQUISITION, ITEMS** and **ACCOUNTS** tabs.

- In Escape, under the **"Finance"** section click on **"Requisitions"** then on **"Vendor Requisitions."**

- From **"Vendor Requisitions"** click **"New"** and choose **"Chargeback"**
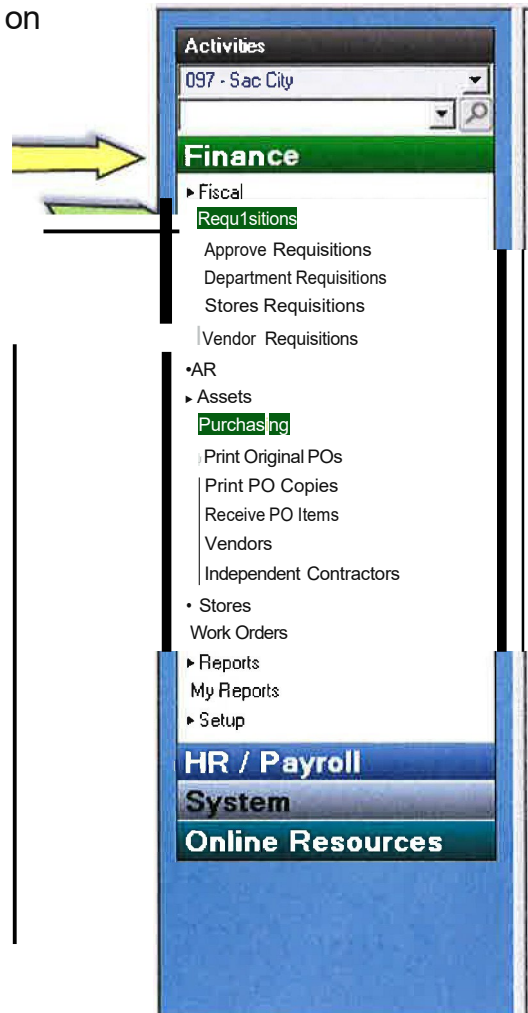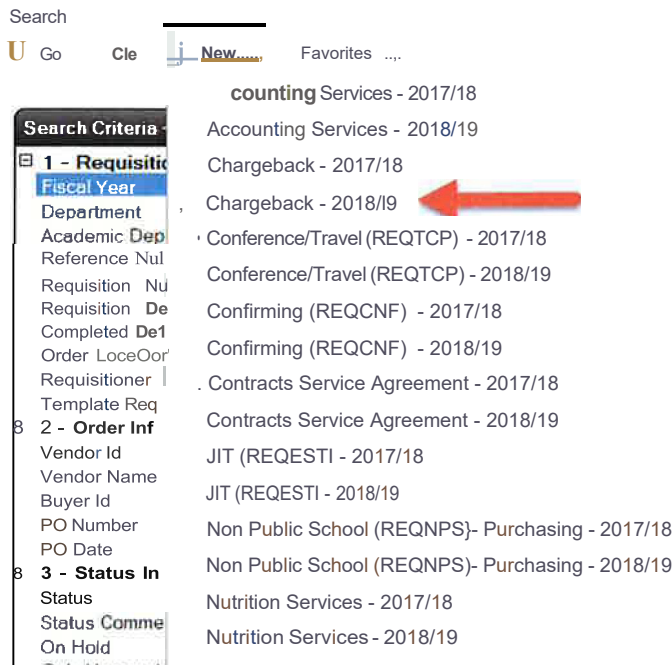
- On the first tab, which is the **REQUISITION** tab, you will need to enter or confirm the **ORDER LOCATION, DELIVERY LOCATION, COMMENT** and **VENDOR ID.** For most users, the location fields will default to the user's location. Only change the location code if you want your order delivered elsewhere.
- **VENDOR ID** enter six-digit vendor ID number.

Requisition  Items  Accounts  Payments  Quotes  Approvals  Assets  Attachments  Notes  History

**Requ1sit1on/Vendor InformallOO**                                                                £1

B  **1 - Requisition Informt1tion**
|  Dept Id                              |  ‼ CHRGBCK {Chargeback}
|  Academic Department
|  Recuisitioner                        |  MELANIE GUTIERREZ
|  Request DEiie                        |  8/3/2023
|  Order Location                       |  **0830 (PURCHASING SERVICES}**
|  Delivery Location                    |  **0830 {PURCHASING SERVICES}**
|  Room
|  Comment                              |  **OFFICE SUPPLIES FOR THE 2023/24 FY**
|  Responsibility
|  CE1teqory
|  Goods and Services Catecory

8  **2 - Vendor- Infonnt1tion**
|  Order Type                           |  Blanket PO
|  Online Order                         |  ‼
|  Online Order ContElcl
|  Vendor Cateqory
|  Vendor Id                            |  <. **113902 {OFFICE DEPOT}**
|  Vendor Address Id                    |  **3**
|  Vendor Name                          |  ‼ **ODP BUSINESS SOLUTIONS LLC**
|  Street Address                       |  ‼ **PO BOX 29248**
|  Cit  S!Elte Zi                       |  **PHOENIX. AZ. 85038-9248**
|  Phone/ Fax                           |  ‼ / (530) **320-5822**
|  Allows Emailinq POs                  |  ‼ **Yes**
|  Quote Number

- Next, click the **ITEMS** tab.
- From **ITEMS** click **"New"**

*... Finance - Requisitions - Vendor Requisitions*

Search  List      Form
- ""  |                        ·•          Save/Close        Cancel    0  Tasks ,,,.

                                                    **New Vendor Requisition** - FY 2024 {2023/2024}

Requisition  Items  Accounts  Payments  Quotes  Approvals  Assets  Attachments  Notes  History
Open    New    E cp=::Jlt  /21  Tasks ...

| Lino | Qty | Unit | Description | Unit Price | Extended Cost | Asset | Qty Rcvd | Date Rcvd | Qty To Rcv | Catalog # |
|------|-----|------|-------------|------------|---------------|-------|----------|-----------|------------|-----------|

- Enter **Order Quantity: 1, Order Unit: Each, Unit price: the not-to-exceed amount** and **Taxable: No"**
- Below is an example of the verbiage to include in the **"Description":**
  *BLANKET ORDER WITH OFFICE DEPOT FOR THE {INSERT CURRENT YEAR HERE) SCHOOL YEAR. NOT TO EXCEED $XXXX*
  If the chargeback is for a specific program or office within your site/department please include that information in the description.

New Vendor Requisition - FY 2024 {2023/2024}



- **SAVE/CLOSE** the **ITEMS** tab before you move on to the next tab.
- For custodial supply requisitions only, **SAVE/CLOSE** the requisition and notify your **Custodial Operations Supervisor** of the requisition number. They will complete your requisition and submit to Purchasing for processing.
- Next click the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**
- Add the budget code(s)
- **SUBMIT the requisition by clicking the Task drop down menu and     selecting "Submit"**

Chargebacks in **"Ready for Payment"** status that have a PO prefix of **"CHB"**

have been processed and are ready to use for online purchases.

# Purchasing Requisition/ Blanket Order

Blanket requisitions are Purchasing requisitions with "Blanket PO" as the "Order Type." These requisitions are used like a checking account. You create a "Blanket1' requisition for goods that you order frequently, or for something that you are billed for on a recurring basis such as water service, transportation services, postage machine bills, etc.

To create a new Blanket requisition, you will need to fill out the **REQUISITION, ITEMS,** and **ACCOUNTS** tabs. Under the **"Finance"** section click on **"Requisitions"** then on **"Vendor Requisitions."** From **"Vendor Requisitions."** Click **"New"** choose **"Purchasing"**

- On the first tab, which is the **"Requisition"** tab, you will need to have your **ORDER LOCATION, DELIVERY LOCATION, COMMENT** and **VENDOR ID.** The comment should say something like "BLANKET ORDER FOR ART SUPPLIES"

- **Change the Order Type to Blanket PO.** (Section #2)

- Next, click **ITEMS** tab .

- From **ITEMS** click **"New"**

- Enter **Order Quantity: 1, Order Unit: Each, Unit price: the not-to-exceed amount** and **Taxable: No"**



- Below is an example of the verbiage to include in the **"Description":**
  BLANKET PURCHASE ORDER
  RENTAL OF HOT/COLD WATER DISPENSERS & WATER SERVICE
  2024-2025 SCHOOL YEAR
  VALID FROM: 07/01/2024 TO 06/30/2025
  NOT TO EXCEED: **$XXXX**
  UNIT PRICE MAY NOT EXCEED: $450
  AUTHORIZED USERS: (EMPLOYEE NAME/SHERE)
  ACCOUNT NO. 0123456789
  PLEASE REFERENCE ALL BLANKET ORDER NUMBERS ON ALL INVOICES

- **SAVE/CLOSE** the line item before moving on to the next tab.
- Next click the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**
- Add the budget code.
- **SUBMIT** the requisition by clicking the Task button and selecting "Submit"

# Confirming Requisition

Confirming requisitions are used to pay a vendor or reimburse staff for an item or service that has already been received. Confirming requisitions are for items or services totaling **$400.00** or less. To pay for confirmed/received orders that **exceed $400.00** follow the same process as below using a Purchasing requisition. Back-up documentation must be attached to the requisition (receipts, invoices, etc.) ALL DOCUMENTATION MUST BE **SIGNED BY AN ADMINISTRATOR** AND ATTACHED TO THE REQUISITION.

- **Confirming** requisitions (or Purchasing requisitions) for **Staff Reimbursement: Items must have been shipped to the school site or department to be approved for reimbursement.**

Using Confirming requisitions should be the exception, and not the rule.

To create a new Confirming Requisition, complete the following tabs: **REQUISITION, ITEMS, ACCOUNTS** and attach documentation in the **ATTACHMENTS** tab.

- From **"Vendor Requisitions."** click **"New"** and choose **"Confirming"**
- On the **"Requisition"** tab, enter or confirm the **ORDER LOCATION, DELIVERY LOCATION, COMMENT** and **VENDOR ID. If over $400.00 and using a Purchasing requisition, be sure the COMMENT includes "TREAT AS CONFIRMING".**
- Next Click **ITEMS** tab.
- From **ITEMS** click **"New"**
- Enter **Order Quantity: 1, Order Unit: Each, Unit price: the amount of the invoice/receipt.** A line item for each invoice/receipt is required. If there is an invoice, the line item description should reference the invoice number. Click SAVE/NEW for additional line items.
- **SAVE/CLOSE** the last line item before moving on to the next tab.
- Next click the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**
- Add the budget code.
- Next click the **ATTACHMENTS** tab.
- From **ATTACHMENTS** click **"New"**



- Click the square with the three dots, find and attach the document(s).
- **SAVE/CLOSE the** attachment
- **SUBMIT** the requisition by clicking the Task button and selecting "Submit"

# Purchasing Requisition

Purchasing requisitions are the most commonly used, they are the standard requisition type. Examples of the commodities are: sports equipment, office supplies, novels and subscriptions.

To create a purchasing requisition, complete the **REQUISITION, ITEMS,** and **ACCOUNTS** tabs.

- From **"Vendor Requisitions."** click **"New"** and choose **"Purchasing"**
- On the **REQUISITION** tab, fill in or confirm the **ORDER LOCATION, DELIVERY LOCATION, COMMENT** and **VENDOR ID.**
- Next, click the **ITEMS** tab.
- From **ITEMS** click **"New"**
- Enter the **Order Quantity, Order Unit, and Unit Price** for each item being ordered, clicking **SAVE/NEW** to add additional items. The Description should contain the item's description and item number (SKU, UPC, ISBN, etc.)
- **Quotes** from vendors should be added to the **ATTACHMENTS** tab. Orders meeting certain thresholds require quotes to be obtained, please see the **SCUSD Procurement Procedures** matrix on page 28. If quotes are required, *screen print outs of web pages and/or shopping carts are not acceptable.*
- Please use notes tab to add any additional information regarding the order.
- **SAVE/CLOSE** the last line item before moving on to the next tab.
- Next click the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**
- Add the budget code.
- **SUBMIT** the requisition by clicking the Task button and selecting "Submit".

# Technology Requisition

Technology requisitions are used when purchasing computers, computer peripherals and accessories, software/app licenses, downloadable content, etc.

To create a Technology requisition, follow the same process as other requisition types, and fill out the **REQUISITION, ITEMS,** and **ACCOUNTS** tabs.

- From **"Vendor Requisitions."** click **"New"** and choose **"Technology"**
- On the **REQUISITION** tab, fill in or confirm the **ORDER LOCATION, DELIVERY LOCATION, COMMENT** and **VENDOR ID.**
- Next, click the **ITEMS** tab.
- From **ITEMS** click **"New"**
- Enter the **Order Quantity, Order Unit, and Unit Price** for each item to be ordered, clicking **SAVE/NEW** to add additional items. The description should include the item's description and item number if applicable (SKU, UPC, ISBN, etc.). Line items that say "SEE ATTACHED LIST" will be returned to open for correction by the site/dept.
- **Quotes** from vendors must be added to the **ATTACHMENTS** tab. ALL requisitions must match the attached quote. (allocation, quantity, shipping, tax)
- **SAVE/CLOSE** the last line item before moving on to the next tab.
- Next click the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**
- Add the budget code.
- **SUBMIT** the requisition by clicking the Task button and selecting "Submit"

*NOTE: All the technology requisitions require the approval of the Chief Information Officer. Please allow extra time when ordering.*

# Contracts Service Agreement Requisition

Contracts Service Agreement (SA) requisitions are used for professional services such as: direct services to students, professional development, and entertainers/speakers as well as consulting or advice from specially trained independent contractors. They are not used for non-professional services such as maintenance or repair of equipment, nor are they used for license subscriptions which may include access to online training, which would use Purchasing and Technology requisitions, respectively.
**\*Please reference the Contracts Procedures BS-28 and Insurance Requirements BS-31, available on the Contracts Office department page.**

To create an SA requisition, complete the **REQUISITION, ITEMS, ACCOUNTS,** and **ATTACHMENTS** tabs.

- From **"Vendor Requisitions."** click **"New"** and choose **"Contract Service Agreement"**
- On the **REQUISITION** tab, fill in or confirm the **ORDER LOCATION, DELIVERY LOCATION, COMMENT** and **VENDOR ID.**
- Next, click the **ITEMS** tab.
- From **ITEMS** click **"New"**
- **Order Quantity** is typically "1" but it could also be the number of hours or months of service or the number of installments the services will be paid in.
- **Order Unit** defaults to EACH or it may be changed to HOURS, MONTHS, etc.
- **Unit Price** could be the total contract amount, the hourly or monthly rate or installment amount, the cost of each component of the service, etc.
- **Description** should include a detailed description of the scope of work being provided, the dates and times the services are being provided and any other pertinent information. For each line item described, click **SAVE/NEW** to add additional items. **\*Note:** Be aware that "in-classroom, during the day" services may be in breach of District and Labor Partner Agreements. Please consult with the Contract Office for guidance.
- A quote/proposal must be added to the **ATTACHMENTS** tab.
- Next click the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**
- Add the budget code.
- **SUBMIT** the requisition by clicking the Task button and selecting "Submit"

**\*Services are not to be rendered until the service provider has received an Executed Agreement and Purchase Order from Purchasing Services.**

# <u>Warehouse/Stores Requisition</u>

Stores Requisitions are used to order supplies from the Warehouse. Items currently stocked in the warehouse include PPE such as masks, gloves, hand sanitizer, signs and other supplies needed for the mitigation of COVID-19 and germ prevention.

To create a Stores requisition, complete the **REQUISITION, ITEMS,** and **ACCOUNTS** tabs.

- From the Requisitions menu select **"Stores Requisitions"** and click **"New"**
- On the **REQUISITION** tab, fill in or confirm the **ORDER LOCATION, DELIVERY LOCATION,** and **COMMENT.**
- Next, click the **ITEMS** tab.
- From **ITEMS** click **"New"**
- Enter the **STORES ITEM#** by typing 99 {PPE) and then clicking the drop down arrow. A list of personal protection equipment and supplies will appear. Double click an item to add it to the requisition. Enter the quantity in the **ORDER QUANTITY** field.



- Continue clicking **SAVE/NEW** to add additional items. Click **SAVE/CLOSE** once the last item is entered.
- Because PPE is being distributed at zero cost to the sites, at this point the requisition may be **SUBMITTED** without adding an account by clicking the Task button and selecting "Submit".
- If you receive an error and are unable to Submit the requisition without an account, click on the **ACCOUNTS** tab.
- From **ACCOUNTS** click **"New"**

- Add any general fund budget code. **The site will not be charged. (PPE)**
- **SUBMIT** the requisition by clicking the Task button and selecting "Submit".
- Once Submitted the requisition will automatically change to Approved status. The Warehouse will gather the order for delivery on the site's next delivery day.

**This example was for the purchase of PPE. If other "Store" items are selected, there will be a cost associated with these items.**

# How to Copy a Requisition

- **Click on the Requisition to copy (it will be highlighted blue)**



- **Click the "Copy" button which is the third icon from the left.**
- **When "Copy" is selected a prompt may pop up asking to select the year for the NEW requisition.**
- **Edit each field, update information (especially dates), quantity and/or description, ensure budget line is correct, notes are added (including justification) and submit the requisition.**

# How to Receive Online (ROL) a Requisition

When an order is delivered directly to your site/dept., rather than being received centrally at the Warehouse, the site/dept. is responsible for posting receipts in Escape. This process is called "Receiving Online" or ROL for short. Receiving Online is required for Purchasing, Technology, Textbook, and Contracts Service Agreement (SA) requisitions (these requisitions will all list the **Order Type as "PO with Receiving").** Receipts can only be posted for requisitions in **Printed or Ready for Payment status.**

To ROL a requisition follow these steps:

**Finance**
- Budget
- Fiscal
- Requisitions
- AR
- Assets
- Purchasing
  - Print Original POs
  - Print PO Copies
  - Receive PO Items
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1) Ensure the requisition you are attempting to ROL is not open in the Vendor Requisitions activity.
2) In the Activity Tree click **Finance> Purchasing>Receive PO Items.**
3) Under **"Receipt #1",** enter the date the order was physically received at the site in the **"Date Received"** field. If nothing is entered in this field it will default to the current date listed at the top of the form. This is especially important if you are receiving online on 7/1 or after for an order that was delivered on 6/30 or prior. During year-end (July and August), the account is charged in the year that receipt is dated.
4) In the **"Reference Number"** field enter either the requisition number or the purchase order number.
5) In the **"Receive All"** field leave the selection as **No** if you only want to receive part of the order, or change it to **Yes** if you want to receive the entire order.
6) Click **"GO"**
7) If you selected **"Receive All" as Yes,** skip to step 8. If you selected **"Receive All" as No,** click in the **Rev Now** field for the line(s) you want to receive and enter the quantity you received. Repeat for all lines as applicable.

| Req Number | PO Nu.mber ' | Veodor Name | ;Item | Ordeted | Received | Rev Now | Date Rovd |
|---|---|---|---|---|---|---|---|
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| .?! P..22-00490 | el P22-00113 | el FOLLETT SCHO | 2 el | 180 el | O | O | &,'13.12021 I |

8)  Click Task and select Post.

9)  A prompt will popup indicating how many lines are being updated. Make sure it is correct and click OK.

10)  Pay careful attention to what the next popup dialogue box says.
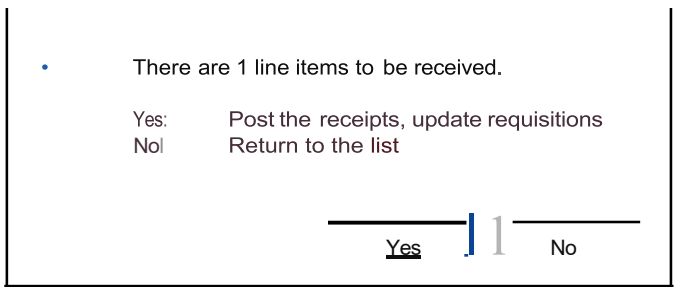
It may indicate the receipts were not posted successfully. The message in the image below shows the item was not received because the requisition was locked for editing. This means the requisition was open in the **Vendor Requisitions** activity and should be closed and the ROL processed again.
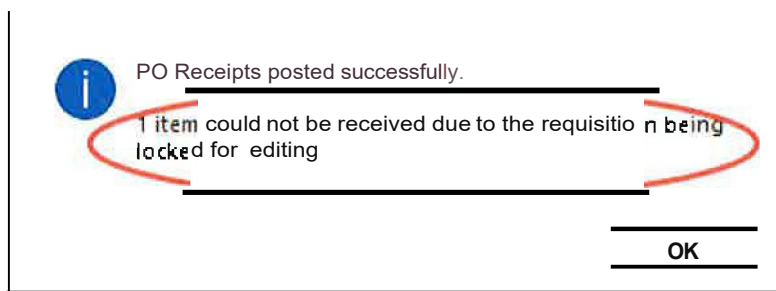
11)  Once you receive a dialogue box that shows the receipts posted successfully, the process is complete. If the requisition was in **Printed status** it will now be in **Ready for Payment status.**
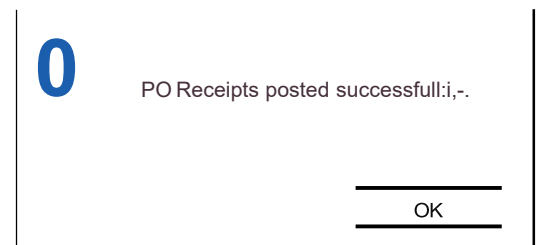
# <u>Lifecycle of a Requisition</u>

1. **Who creates my requisitions? Is it the site's responsibility?**
   - Yes, this is the site's responsibility to create and submit their requisitions. Note: Remember to check the status of all your requisitions frequently, and follow-up with the appropriate department.

2. **What does the requisition status mean?**

| | |
|---|---|
| **Open** | Requisition is being prepared and has not been submitted for approval. |
| **Submitted** | Requisition has been submitted, and is awaiting approvals. See **APPROVALS** tab for the list of approvers. |
| **Approved** | Requisition has been approved, and will be reviewed by Purchasing in the order received. When processed, Purchasing will generate a purchase order number. |
| **Printed** | Purchase order has submitted to the vendor. Please allow 14-21 business days for delivery. **Please remember to "ROL" or Receive on-line** if the order is delivered directly to your site/dept. |
| **Ready for Payment** | Products and/or services have been received. Invoices should be turned in to Accounts Payable if received by your site/dept. |
| **Complete** | Products and services have been received, and all invoices have been processed against this order. |

3. **Who approves the requisitions?**
   - Categorical Staff, when applicable
   - Budget Department (Fund Specialists, Supervisor)
   - Assistant Superintendent and CBO if over $5,000
   - Technology Services (Technology requisitions only)
   - Literacy and Curriculum (Textbook requisitions only)
   - Purchasing Department for final approval on all requisitions
   - Purchasing Review Committee (PRC) approves requisitions based on certain criteria outside of Escape. The Purchasing Manager will facilitate this process.

4. **What does Purchasing do with the requisitions?**
   - Purchasing reviews to check for accurate descriptions, product numbers, cost, delivery location, and that preferred vendors are used
   - Ensures bidding and quotation requirements in District policy, Ed. Code and Public Contract Code are met
   - Prints the Purchase Order and sends it to the vendor (by email)

5. **How do I increase my Office Depot Chargeback?**
   - Please submit a request to Purchasing via email to melanie@scusd.edu. Include: Chargeback number, increase amount, and what budget code(s) to use. The process is the same for any Chargeback or Blanket Order.

6. **How do I check the status of my order?**
   - Please contact Purchasing to assist you in the status of your order. (if the requisition is in Printed status)

7. **How do I return or exchange products?**
   - Please contact the Buyer that processed your order. They will assist you with the process, and act as the "liaison" between your site/dept. and the vendor.

El **3 - PO Infonnation**
PO Date      __ ! ▣ ▮      _ _ _ _ _
Buyer        ¡ MELANIE {Melanie Gutierrez
Delivery Date      ▷
Change Notice Dati

8. **How do I make adjustments to my travel and/or cancel?**
   - Please contact Purchasing as soon as possible at 916-643-9463.

# <u>Warehouse Services</u>

a) Warehouse Services:
   i) Mail delivery:
      (1) Interoffice mail:
         (a) Food, interoffice mail and freight are scheduled for daily delivery (freight may be delayed on days with higher volume of food). Children's Centers have assigned days that they are serviced. Unions are to be picked up and or delivered as requested only. If the school/ site should have mail for the Unions, there will be no interruption; it will be delivered the next working day.
   ii) County Mail:
      (1) County mail directories can be purchased thru the Sacramento County Office of Education print shop department. You can also access the same directory online by searching Sacramento County Office of Education Public School Directory.
         (a) All county mail (non-district mail) must have the Districts name clearly labeled on the front of the package. If the school/ site are not shown in the directory, it will have to be sent by USPS. Please keep in mind that West Sacramento Schools are Yolo County and will have to be sent USPS.
   iii) Student Cumulative Files:
      (1) When processing files to transport within the District, please butcher wrap and or box items using box tape to properly secure items. No CUMS will be picked up loose. All boxes must have lids and secured to the box for transport. The school to which you are sending to must be printed clearly on top of the box.
      (2) Drivers have a schedule to which they maintain and adhere to. If you think that your outgoing mail should require a hand truck, please contact the Warehouse so that the driver can be prepared and help to expedite the delivery.
b) E-waste
   i) Obtain the proper forms for recording the itemized equipment for surplus. You may find the form WHS-F004, by going onto the Districts intranet and using the search box, type WHS-F004, once populated, you may download the forms and enter on the computer or print and manually enter the required information (please write clearly for

numbers can easily be transposed as letters).

    ii) All e-waste must have the approval from the board to be picked up from the warehouse for surplus.

    iii) Submit completed forms for approval to the Warehouse Supervisor, by email, fax, or interoffice mail box 835.

    iv) Once approved, the Warehouse will contact the site to schedule a pick up:

       (1) All equipment must be palletized. If you do not have available pallets, please contact the Warehouse to have empty pallets dropped at your location.

       (2) Please make sure that the product is in a location that can be accessible by pallet jack for pick up. If product is elsewhere on campus, the plant manager and or staff are required to assist the warehouse to load pallets to help expedite the pickup for the drivers are on a timely schedule and have other sites to meet deadlines.

       **Please note: No district property is to be given away or donated, this includes: computers, TV, projectors, monitors, etc. Please call Purchasing Services for any questions.**

c) Universal Waste:

    i) Universal waste is now administered by Risk Management.

       (1) You may obtain the procedures, labels, and request for pick up forms by using the Districts intranet and typing in the search box, Universal waste.

       (2) Once all documentation has been completed, contact Risk Management at box 840 or Fax the completed request by dialing 399-2071. The Risk Management staff will schedule the pickup.

d) Request for pick up:

    i) If you wish for the Warehouse to transport any equipment to other sites, the request for services form (PUR-F00I) must be filled out and emailed/ faxed/ or sent thru interoffice mail to the Warehouse, box 835 for scheduling. No product will be picked up without paperwork. The more information provided will help expedite processing.

e) Asset Tagging

    i) All Sacramento City Unified School District assets with a value of $500.00 or more must be tagged with an SCUSD asset tag. In addition, all Chromebooks and tablets must be asset tagged even if they are valued less than $500.00. This allows the District to keep an accurate inventory as required by Education Code and to comply with GASB34

requirements by the state.

ii) When an item is received at the Warehouse and it meets the criteria for asset tagging, the Warehouse staff will record the serial number and model and enter this information into Escape. If you have an item needing an asset tag, please contact Jason Holland, Warehouse Supervisor at 916-395-4186 ext. 460310 or email Jason-holland@scusd.edu for further instructions.

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# Sacramento City Unified School District Procurement Procedures

| GOODS, EQUIPMENT AND NON-CONSTRUCTION SERVICES | | | | |
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| A formal contract required for services and purchases of goods and equipment exceeding $25,000, current proof of automobile, general liability and workers compensation insurance and a W9 are required from all vendors. Contracts may be required for amounts less than $25,000 for services that include specialized work. State law limits contract terms to 5 years. | | | | |
| **Purchase Amount** | **Procurement Procedure Requirements** | | | **State Law/Policy Reference** |
| $0-7,499 | Provide price source (e.g., phone, fax, email, vendor quote) | | | Providing quotes is for contracts under the bid threshold. Per PCC 20111(a), bid threshold adjusted annually by the State Superintendent of Instruction |
| $7,500 - 19,999 | Provide two (2) quotes (e.g., phone, fax, email, vendor quote) - attach to requisition | | | |
| $20,000 - 114,500 | Provide three (3) written quotes (e.g., fax, email, vendor quote) - attach to requisition | | | |
| $0-$10,000 | Federal Micro Purchase Threshold (no competitive quotes required-consider reasonable price) Program operators (i.e., CNS) may self-certify a threshold up to $50,000 annually with required self-certification documentation. | | | Per PCC 20111(c), follow Federal – 2 CFR 200.318 to 200.326. For Fund 13 Allowable Uses, see https://www.cde.ca.gov/ls/nu/sn/mbsnp052020.asp, i.e. capital expenditures with unit cost ≥ $5,000 require prior written approval |
| $10,001-$250,000 | Federal Small Purchase Threshold (must obtain price quotes from adequate number of sources) | | | |
| > $250,000 | Federal-Formal Procurement Method required (sealed bid/request for proposal) public advertise | | | |
| > $114,500 (Over bid threshold) | Internal Control: Purchasing Manager reviews all requisitions for compliance, including Federal / Emergency justification | Formal Bids for goods or services includes newspaper advertisement for two (2) consecutive weeks, and receipt of vendor responses at a specific deadline. | Selection is made based on lowest, responsive and responsible bidder meeting specifications and vendor qualifying criteria, or else reject all bids. | Board of Education approves all purchases that exceed the bid threshold of $114,500 as an action item. | PCC 20111, 20112 |
| COOPERATIVE PURCHASING OR PIGGYBACK CONTRACTS (GOODS, EQUIPMENT, SERVICES) | | | | |
| Contracts for goods or services that are currently effective and have been competitively bid and awarded by fellow governmental entities, and no further bidding is required by SCUSD. Contracts include discounted pricing and may also provide for other incentives such as extended equipment warranties, rebates to SCUSD, free space design for furniture and other. Exception to this is federally funded purchases that may require a competitive bid. Certain contracts require a Board resolution, described below. | | | | |
| **Purchase Amount** | **Contract Type** | **Limitations** | **Contracting / Approval Method** | **State Law/Policy Reference** |

| Any amount | California Multiple Award Schedule ("**CMAS**") contract established by Department of General Services. | **CMAS** contract for purchase of **goods, information technology and services**. Price in contract is a ceiling. Public Works services is limited to 50% of the total contract value. Limitation on carpet, resilient flooring, synthetic turf, lighting system over formal bid threshold other than for new construction (requires use of skilled and trained workforce). | Perform due diligence for products/pricing in CMAS base schedule. Agreement incorporating CMAS contract is required unless negotiate different terms. No Board resolution required. Board approves on consent. | PCC 10298 & 10299 |
|---|---|---|---|---|
| Any amount | Purchase pursuant to agreement competitively bid by a joint powers authority ("**JPA**"). | **JPA** contract for purchase of **goods and services**. Examples: NIPA, OMNIA, Sourcewell or TIPS. Price in JPA contract is a ceiling. | Perform due diligence for products/pricing in JPA price list. Agreement incorporating JPA contract is required. One-time Board resolution to join JPA; not required to approve contract as action item. | GOV 6500, et seq. |
| Any amount | Public agency previously competitively bid lease or purchase in accordance with law and contract has clause allowing "**piggyback**." | **Piggyback** on public contract for **lease of data-processing equipment or purchase of materials, supplies, equipment, vehicles, etc**. Must lease/purchase on the same terms and at the same prices. Limited to incidental services (10% or < of contract value). | Perform due diligence for products/pricing in awarded contract. Agreement incorporating piggyback contract is required. Board approves contract and makes finding by resolution that use of underlying piggyback contract is in District's "best interest." | PCC 20118 |

| **PUBLIC WORKS/CONSTRUCTION** |||||
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| Facility construction, alteration, renovation, demolition, painting, repair, fixed or modular furniture system installation. SCUSD has adopted California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), with thresholds for no bid, informal bid, or formal bid, below. |||||
| **Purchase Amount** | **Procurement Procedure Requirements** | **Contract Terms** | **Approval Method** | **State Law/Policy Reference** |
| **$0 - 75K**<br><br>**No Bid** | Three (3) quotes from contractors registered with the CA State Licensing Board and Dept. of Industrial Relations (DIR).<br><br>District reports to DIR/file PWC-100 form if project within 30 days of award or before work commences, whichever occurs first: $25K and above for new construction, alteration, installation, demolition or repair, $15K and above for maintenance work. | • Formal Contract<br>• Prevailing wages<br>• >$25,000: Electronic filing of certified payroll report<br>• >$25,000: Payment/performance bonds from approved CA Surety<br>• Insurance meeting required SCUSD limits.<br>• All tiers of contractors | Purchase Order for Public Works (that includes standard terms) or contract, if required, submitted for Board approval on consent. | PCC 20111.5, ED 17424 |

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| | | required to be licensed and registered with DIR. | | |
| **$75 - 220K**<br><br>**Informal Bidding** | Notify all relevant contractors on the Pre-Qualified Contractors List and/or advertise in 4 trade journals at least 10 days before bid opening. Award to lowest responsive, responsible bidder or reject all bids. If no bids received, negotiate directly with a contractor.<br><br>District reports to DIR/file PWC-100 form within 30 days of award or before work commences, whichever occurs first. | • Formal Contract<br>• Prevailing wages<br>• Electronic filing of certified payroll report<br>• Payment/performance bonds from approved CA Surety<br>• Insurance meeting required SCUSD limits.<br>• All tiers of contractors required to be licensed and registered with DIR. | Contract submitted for Board approval as action item.<br>If all bids >$200,000, Board resolution with 4/5 vote required to award contract at $212,500 or less to lowest bidder.<br>**Federal**-Formal Procurement Method required (sealed bid/request for proposal) public advertise | PCC 22032(b) & 22034, 22036 AB 2192 (9/29/24) |
| **> $220K**<br><br>**Formal Bidding** | Advertise bids in newspaper once, 14 days before bid opening and in 4 trade journals 15 days before bid opening. Award to lowest responsive, responsible bidder or reject all bids. If no bids, can negotiate directly with a contractor.<br><br>Requires a cashier/certified check or bid bond from a CA approved surety – bonds are returned to bidder after award unless bidder fails to execute contract.<br><br>District reports to DIR/file PWC-100 form within 30 days of award or before work commences, whichever occurs first. | • Formal Contract<br>• Prevailing wages<br>• Electronic filing of certified payroll report<br>• Payment/performance bonds from approved CA Surety<br>• Insurance meeting required SCUSD limits. All tiers of contractors required to be licensed and registered with DIR. | Contract submitted for Board approval as action item. Board may reject bid if declares at hearing that project can be more economically performed by District employees and notice is mailed to low bidder 2 business days before hearing. If all bids rejected, abandon or readvertise, or perform by force account with Board resolution by 4/5 votes. | PCC 22032(c), 22036-22038 |
| Change Orders on Contracts if more than $15,000 bid threshold or 10% of | Formal Bidding required (see above). No bidding required if less than bid threshold or all change orders cumulatively do not exceed 10% of original contract price (whichever greater). If over 10%, consult with legal counsel to see if facts exist for Futility Resolution. | | Submitted for Board approval on consent if no bid is required; as action item if formal bidding is required. | PCC 20118.4 |

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| original contract price (whichever greater) | | | | |

| **SINGLE/SOLE SOURCE AND EMERGENCY PROCUREMENT** |
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| **Single/Sole Source** - Other vendor sources exist in the market, vendor selected because of a regulation or existing proprietary equipment, or program needs.  Or, no other vendor sources available in the market; few instances of this exist, typically connected to a copyright, trademark or patent.  Purchase from single/sole source requires Board resolution and including the finding in Notice to Bidders or Request for Proposals, whichever is applicable. **Emergency Repairs (State/CUPCCAA)** - Board may proceed at one to replace or repair, without giving notice of bid, by resolution with 4/5 vote finding that emergency will not permit a delay and action is necessary for emergency response. If no notice for bids given, Board shall review emergency action at next regular meeting (and each meeting until emergency is terminated) to determine by 4/5 vote that need continue to exist. (PCC 22035 & 22050) |
| **Emergency Purchases (Federal**) - Only permitted when the Public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or After solicitation of a number of sources, competition is determined inadequate. (2 CFR 200.320 (c).) The District's requisition process requires compliance review and approval by assigned Budget department staff, Assistant Superintendent of Business Services, Chief Business Officer, and Purchasing Manager. |

# WHEN IN DOUBT PLEASE

Contact Us

## Your Purchasing TEAM,

Thank you!