Purchasing Services Guidelines

2019/2020

Sacramento City Unified School District
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Mail Room:

Please contact Purchasing 916-643-9460

Warehouse Supervisor:

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COMMODITY ASSIGNMENTS:

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Vehicles, Operations Support, Confirming Requisitions (Dan/Marjeanne)
Furniture, (Dan/Mel) Blanket Orders, Computers & Peripherals,
Audio Visual Equipment

**MELANIE GUTIERREZ**
Books/Textbooks, Sports Equipment, Music Supplies & Equipment,
Classroom Educational Materials, Subscriptions, Nutrition,
Child Development, Office Depot Accounts, Amazon Accounts,
Office & Technical Equipment,
Supply Works and Home Depot Accounts,
Science, Special Education,
Chargeback Increases/Decreases

**MARJEANNE TORRES**
Travel-Airfare, Car Rental, Hotel, Registrations,
Ray Morgan Copiers, Blanket Increases/Decreases,
Elevator Services, Invoices, Form 40, Donations, Private Schools

**Jessica Sulli**
Service Agreements
Travel Made Easy

All District Travel is centrally made through Purchasing Services.

In order to process Travel Requests you must have the following:

• Travel Request Form (#ACC-F014) SIGNED by all approvers must be to Purchasing at least 30 days prior to travel date.
• Escape on-line Conference/Travel Requisitions are created and submitted and APPROVED by Budget.
• Backup (flyers, registration forms etc.) scanned and attached to the requisitions
• Send the total packet to Marjeanne Torres, Purchasing Box 830, or Faxed to 916 399-2021, or E-mailed (Marjeanne-Torres@scusd.edu or Travel@scusd.edu) FOR PROCESSING. (Please note any special instructions)
• Must have a separate requisition for each portion of the trip. (flights, hotel, car rental)

IMPORTANT INFORMATION

AIRFARE RESERVATIONS

• Names must be LEGAL NAMES (what is on the driver’s license) No Exceptions
• BIRTHDATES are required, every time travel is requested.
• Gender of attendee
• Please select times and dates for arrivals and returns, or your ideal time frames. The earlier it is booked the better the price. We always try to use Southwest Airlines for travel in California.

• Tickets are non-refundable. *****Note: If you cancel your flight and do not reschedule, a voucher will be issued to YOU by the airlines. This is non-transferable. Cancelling a flight reservation will require YOU to reimburse the District for the ticket.
Please note: Effective October 1st 2020 a California “REAL ID” will be required for all air travel.

REGISTRATIONS
- Complete registration form with all information. Most vendors will accept credit card payments; otherwise A/P may issue a check. If there is a Registration form, please fill out and send to me.
  **A Requisition number is NOT a PO.**

HOTELS
- Need 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.
- Purchasing does not select your hotel.

Enterprise CAR RENTAL
- Need name of person who will be responsible for the rental vehicle, this must be a SCUSD employee. See enterprise 2019/2020 attachment.
- Need pick-up date and time and location.
- Need also drop-off date and time.

PLEASE NOTE: RESERVATIONS CANNOT BE MADE UNTIL ALL DOCUMENTS ARE APPROVED. PLEASE DO NOT SUBMIT LAST MINUTE PAPERWORK FOR TRAVEL. WE ASK FOR 30 DAYS ADVANCE NOTICE.
## Vendor Quick Reference

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>VENDOR #</th>
</tr>
</thead>
<tbody>
<tr>
<td>All West Coachlines</td>
<td>001930</td>
</tr>
<tr>
<td>Apple</td>
<td>004950</td>
</tr>
<tr>
<td>Barnes &amp; Noble</td>
<td>007425</td>
</tr>
<tr>
<td>Book En More</td>
<td>313861</td>
</tr>
<tr>
<td>CDW-G</td>
<td>122960</td>
</tr>
<tr>
<td>Demco</td>
<td>106122</td>
</tr>
<tr>
<td>Enterprise - Car Rentals</td>
<td>108473</td>
</tr>
<tr>
<td>Follett</td>
<td>105545</td>
</tr>
<tr>
<td>General Binding Corp or GBC</td>
<td>033700</td>
</tr>
<tr>
<td>Gopher Sports</td>
<td>106852</td>
</tr>
<tr>
<td>Grainger</td>
<td>035831</td>
</tr>
<tr>
<td>Kaplan Early Learning</td>
<td>007914</td>
</tr>
<tr>
<td>Lakeshore</td>
<td>049121</td>
</tr>
<tr>
<td>MacMillan/McGraw</td>
<td>003847</td>
</tr>
<tr>
<td>Moore Medical</td>
<td>101928</td>
</tr>
<tr>
<td>Office Depot</td>
<td>118487</td>
</tr>
<tr>
<td>Ray Morgan</td>
<td>308700</td>
</tr>
<tr>
<td>RISO</td>
<td>000220</td>
</tr>
<tr>
<td>School Specialty</td>
<td>009743</td>
</tr>
<tr>
<td>Silverado Stage</td>
<td>128910</td>
</tr>
<tr>
<td>Supply Works</td>
<td>313076</td>
</tr>
</tbody>
</table>
HELPFUL HINTS / ESCAPE ON-LINE

• Escape On-Line requisitions must be in **CAPS**.
• Detailed description **REQUIRED** for each line item for all requisition types. Please include item number, product number, ISBN, etc. Do not use. “See Attached”.
• Instructions for the vendors: Create a message in the requisition. Do not insert in note tab.
• Please utilize the note tab for Buyer Instructions.
• **Blanket Order Requisition:**
  Select:
  Vendor Requisition
  Department: Purchasing
  Blankets are non-taxable
  Change Order Type to **Blanket Order** (listed in **Section 2**)
• **For Chargeback Blanket Orders:**
  Select:
  Vendor Requisition
  Department: Chargeback
  Comments: Specify Vendor- **Office Depot, Ray Morgan or Supply Works** - *(these are the only authorized Chargeback vendors)*
  Vendor ID: list six-digit vendor code
  Chargeback are non-taxable
• Some vendors have multiple addresses in the vendor file. Please select the correct address.
  To select a vendor:
    Type the first three characters in the vendor ID field
    F4 or click on the drop down
  Note: If you cannot find the correct address, please email Buyer for assistance.
• All backup documentation is scanned into the “Attachment” tab of each requisition.
• All confirming requisitions must have invoices, receipts, sign-in sheets etc., scanned and attached in the Attachment tab. Send all original receipts to Accounts Payable, Box 802B. 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 “Purchasing” requisition with a notation under comments to “Treat as Confirming”.

• For food purchases: Agenda, sign-in sheets and receipts must be scanned and attached to the attachment tab and they must be approved by the Chief Business Office. Purchasing Services contacts the Chief Business Office directly for all food purchases. Please allow extra time for processing.

• Please “DO NOT” use the Miscellaneous Vendor ID unless it requires a new vendor set-up. If so, in the note tab, **providing a W-9 form from the new vendor** will reduce the amount of time to process the request. Name, address, phone number & fax number are also needed.

**Service Agreements**

• School Sites and Departments should not pay presenters directly and then require a reimbursement. A Services Agreement requisition must be created and submitted.

• All vendors are required a submittal of an IRS W9 form and 1099. Please contact the Contract Specialist for assistance.

**Reminders**

• **Reminder: It is crucial that you keep track of your requisition status from start to finish.** Please do so before contacting Purchasing Services.

• To expedite your requisition please make sure your pricing is correct. In addition, be sure to include shipping costs when applicable.

• All Purchase Orders (when the order is sent directly to your site) must be Received Online (ROL) once you receive the merchandise.

• When requesting a “RUSH” in approving your requisition, please remember all requisitions are approved in approval order.

• All computer, peripherals, and software must be created on a **Technology Requisition.**
• **U.S. Mailings:**

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

  All mail being returned from the Post Office is now being charged by the Post Office at full price “First Class”. **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 employees address or data base 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 cum folders being sent and all return mail (letters and postcards)
Chargeback Requisition

Chargeback requisitions are used to set up a budget account that your online purchases or that your copier rental/lease can be “charged back” against. Starting with the 2018-2019 school year the only vendors that should be going on a chargeback requisition are the following:

Supply Works (Clean Source)    Vendor #313076
Office Depot     Vendor #113902
Ray Morgan Copier    Vendor #308700

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

1) Under the “Finance” section click on “Requisitions” then on “Vendor Requisitions.”
2) From “Vendor Requisitions.” Click “New” choose “Chargeback”
3) On the first tab, which is the “Requisition” tab, you will need to have your ORDER LOCATION, DELIVERY LOCATION, COMMENT and VENDOR ID.
   3a) VENDOR ID # list six-digit vendor ID number.
4) SAVE AND CLOSE the “Requisitions” tab before you move on.
5) Next, Click “Items” tab.
6) From “Items” Click “New”
7) In addition to the “Order Quantity: 1, Order Unit: Each, Unit price: Your Dollar amount and Taxable: No” please see an example of the verbiage to include in the “Description” below:
   Blanket order with Office Depot for the (Insert Current Year Here) School Year. Not to exceed (Insert you’re Dollar Amount Here)
8) SAVE AND CLOSE the “Items” tab before you move on to the next tab.
9) Next click the “Accounts” tab.
10) From “Accounts” click “New”
11) Add your budget code.
12) SAVE AND CLOSE the “Accounts” tab.

SUBMIT THE REQUISITION

Chargebacks in “Ready for Payment” status that have a PO prefix of “CHB” have been processed and are ready to use for online purchases.
Chargeback Requisition

Blanket requisitions are Purchase Orders with “Blanket PO” as an “Order Type”. These requisitions are used for the purchase of supplies that are needed continuously throughout the school year, such as custodial supplies.

To create a new Chargeback requisition you will need to begin by logging into the Escape System.

Let’s begin! After logging into the Escape system click on “Finance” located on the left side of your screen; click on “Requisitions” then on “Vendor Requisitions”.

Continue to next section.
From the “Vendor Requisition” click “New” then choose “Chargeback”.

Note: Your most common requisition types can be created using the above process by clicking on the desired requisition type you want to create.

Continue to next section.
Prior to continuing you will need to have your **Order Location** and **Delivery Location** number; this is normally your site number.

**Note:** If the item(s) to be purchased are to be delivered to another location other than your site, you will need to list that **Delivery Location Number**.

Leave order type as Blanket PO (default). This can be changed when creating other types of requisitions when needed.

At this point Save/Close your document; make a **note of the requisition number** listed to the left of the screen. Click “OPEN” to continue entering your Chargeback information.

Continue to next section.
Click on the **ITEMS** tab and then click on **NEW**. You are ready to begin.

![Screenshot of a purchase order form](image)

In the Description enter your order information, **see example below**:

```
********** BLANKET PURCHASE ORDER **********

FOR THE PURCHASE OF CUSTODIAL SUPPLIES FOR THE 2019-2020 SCHOOL YEAR

FROM 07/01/2019 TO 06/30/2020

NOT TO EXCEED: $2500.00

AUTHORIZED SIGNATURES:

Dan Sanchez
Marjeanne Torres

Enter Unit Price; this is the amount of this blanket order. Click on **Taxable**, click the drop down arrow and click “NO”. Click **Save/Close**.

![Screenshot of a purchase order form](image)

This section is now complete. Continue below.
At this point your requisition is in “Open” status. Save/Close the requisition making note of the requisition number. Notify your Custodial Operations Supervisor of your order and requisition number, they will complete your order and submit to Purchasing for processing.

The above steps are for the creating of a CUSTODIAL SUPPLY REQUISITION only.

FOR ALL OTHER CHARGEBACKS, SUBMIT THE REQUISITION
Purchasing Requisition / Blanket Orders

Blanket requisitions are Purchasing requisitions with “Blanket PO” as an “Order Type.” These requisitions are used almost like a checking account. You create a “Blanket” requisition for something that you receive frequent bills, on such as water service, transportation services, postage machine bills, etc.

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

1) On the first tab, which is the “Requisition” tab, you will need to have your ORDER LOCATION, DELIVERY LOCATION, COMMENT and VENDOR ID.
2) SAVE AND CLOSE the “Requisitions.” Tab before you move on to the next tab.
3) Next Click “Items” tab.
4) From “Items” Click “New”
5) In addition to the “Order Quantity: 1, Order Unit: Each, Unit price: Your Dollar amount and Taxable: No” please see an example of the verbiage to include in the “Description” below:

BLANKET PURCHASE ORDER
RENTAL OF HOT/COLD WATER DISPENSERS & WATER SERVICE
2019-2020 SCHOOL YEAR
FROM: 07/01/2019 TO 06/30/2020
ACCOUNT NO. 27445558010290

1) SAVE AND CLOSE the “items” tab before you move on to the next tab.
2) Next click the “Accounts” tab.
3) From “Accounts” click “New”
4) Add your budget code.
5) SAVE AND CLOSE the “Accounts” tab.

SUBMIT THE REQUISITION
Purchasing Requisition / Blanket Orders

Blanket requisitions are Purchase Orders with “Blanket PO” as an “Order Type”. These requisitions are used for the purchase of supplies that are needed continuously throughout the school year, such as art supplies.

To create a new Blanket requisition, you will need to Log-in to the Escape System and create a requisition, which in turn, will create the Blanket purchase order. To begin, follow the guide below to create your requisition.

---

Begin by clicking the "Finance" section. This will open another list, click on "Requisition", then click on "Vendor Requisition".

You are ready to begin.
From “Vendor Requisition” click “New”, and then choose “Purchasing”.

This section is now complete. Continue below.
On the first tab, which is the “Requisition” tab, you will need to have your ORDER LOCATION number (this is your site number). Your DELIVERY LOCATION will be the same number. In the COMMENT enter “Blanket Order for Art Supplies”. Click on ORDER TYPE (the system defaults to PO with Receiving), click the drop down arrow and select BLANKET PO.

This section is now complete. Continue below.
Click on the **ITEMS** tab and then click on **NEW**. You are ready to begin.

In the Description enter your order information, see example:

```
********** BLANKET PURCHASE ORDER **********
FOR THE PURCHASE OF ART SUPPLIES FOR THE 2018-2019 SCHOOL YEAR
FROM 07/01/2019 TO 06/30/2020
ACCOUNT # 12345678910
AUTHORIZED SIGNATURES:
  DAN SANCHEZ,
  MELANIE GUTIERREZ
```

Enter **Unit Price**; this is the amount of this Blanket order. Click on **Taxable**, click the drop down arrow and click “**NO**”. Click **Save/Close**.

This section is now complete. Continue below.
Click on “Task” to Submit your requisition.

The following steps are to be followed to complete a Blanket Purchase Order for other vendors which are approved by the Purchasing Department.

**Note:** You will need to know the correct accounting line information, if unknown contact your fund specialist for assistance.

1. Click on the “ACCOUNTS” tab
2. Then click “New”
3. Enter your budget line account information
4. See example below.
5. Save/Close
NOTE: If you are not able to Save/Close you may have not saved and closed a tab or an item has not been entered correctly; review all tabs which you opened and look for the red dot indicating information required.

Your requisition is now ready to be submitted. Remember to write down your requisition number. Once the requisition is approved by Budget, the Purchasing Department will review and issue a Blanket order number. When contacting the Purchasing Department with questions regarding your order, please have your requisition number available.

Please contact the Purchasing Department if you have any questions.

Dan Sanchez, Purchasing Manager II, 916-643-9460
Marjeanne Torres, Office Technician III, 916-643-9461
Melanie Gutierrez, Buyer II, 916-643-9464
Confirming Requisition

Confirming requisitions are used to pay a vendor for an item or service you have already received. Confirming requisitions are for items or services totaling $400.00 or less. Always attach your back-up documentation to the requisition (receipts, invoices, etc.)

Confirming Requisition: To create a new Confirming Requisition, you will complete the following tabs: REQUISITION, ITEMS, and attach your documentation in the “Attachment” tab.

1) From “Vendor Requisitions.” Click “New” choose “Confirming”
2) On the “Requisition” tab, you will need to have your ORDER LOCATION, DELIVERY LOCATION, COMMENT and VENDOR ID.
3) SAVE AND CLOSE the “Requisitions,” tab before you move on to the next tab.
4) Next Click “Items” tab.
5) From “Items” Click “New”
6) Click “New” for each new item you would like to add.
7) Each item will need to include “Order Quantity: 1, Order Unit: Each, Unit price” in the “Description, be sure to include the invoice number if there is an invoice pertaining to this requisition.
8) SAVE AND CLOSE the “Items” tab before you move on to the next tab.
9) Next click the “Accounts” tab.
10) From “Accounts” click “New”
11) Add your budget code.
12) SAVE AND CLOSE the “Accounts” tab.
13) Next click the “Attachment” “tab.
14) From “Attachment “click “New”
15) Find and attach your document/s.
16) SAVE AND CLOSE the “Attachment” tab.

SUBMIT THE REQUISITION
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, you will need to complete the **REQUISITIONS, ITEMS, and ACCOUNTS** tabs.

Purchasing Requisition

1) From **Vendor Requisitions.** Click **New** choose **Purchasing**
2) On the **Requisition** tab, you will need to have your ORDER LOCATION, DELIVERY LOCATION, COMMENT and VENDOR ID.
3) **SAVE AND CLOSE** the **Requisitions.** Tab before you move on to the next tab.
4) Next Click **Items** tab.
5) From **Items** Click **New**
6) If you have a *quote* from the vendor, you may state this in your description instead of listing each item. You will need to attach the quote in the **Attachment** tab. *Screen print outs of web pages and/or shopping charts are not acceptable.* In other cases, you will need to list each item.
7) Each item will need to include **Order Quantity, Order Unit, Description and Unit price.** *Descriptions must include an item number as well as a description.*
8) **SAVE AND CLOSE** the **Items** tab before you move on to the next tab.
9) Next click the **Accounts** tab.
10) From **Accounts** click **New**
11) Add your budget code.
12) **SAVE AND CLOSE** the **Accounts** tab.

**SUBMIT THE REQUISITION**
Purchasing as a Confirming Requisition

Confirming requisitions are used to pay a vendor for an item or service you have already received. *Purchasing requisitions are treated as a “confirming requisition” for items or services OVER $400.00.* Always attach your back up documentation to the requisition. (receipts, invoices, etc.) To create a Purchasing/Confirming requisition, you will need to fill out the REQUISITION, ITEMS, and ACCOUNTS tab and attach your back up documentation in the ATTACHMENT tab. From “Vendor Requisitions.” Click “New” choose “Purchasing”

1) On the “Requisition” tab, you will need to have your ORDER LOCATION, DELIVERY LOCATION, COMMENT and VENDOR ID. **YOUR COMMENT SHOULD SAY: TREAT AS CONFIRMING.**
2) SAVE AND CLOSE the “Requisition.” Tab before you move on to the next tab.
3) Next Click “Items” tab.
4) From “Items” Click “New”
5) Click “New” for each new item you would like to add.
6) Each item will need to include “Order Quantity, Order Unit, Description and Unit price. “**Be sure to include the invoice number if there is an invoice pertaining to this requisition.**
7) SAVE AND CLOSE the “Items” tab before you move on to the next tab.
8) Next click the “Accounts” tab.
9) From “Accounts” click “New”
10) Add your budget code.
11) SAVE AND CLOSE the “Accounts” tab.
12) Next click the “Attachment” tab.
13) From “Attachment” click “New”
14) Find and attach your document.
15) SAVE AND CLOSE the “Attachment” tab.

**SUBMIT THE REQUISITION**
Technology Requisition

Technology requisitions are used when you are purchasing computers, computer memory, licenses, downloads, etc. To create a Technology requisition you will need to fill out the REQUISITION, ITEMS, and ACCOUNTS tabs.

1) From “Vendor Requisitions.” Click “New” choose “TECHNOLOGY”
2) On the “Requisition” tab, you will need to have your ORDER LOCATION, DELIVERY LOCATION, COMMENT and VENDOR ID.
3) SAVE AND CLOSE the “Requisition.” Tab before you move on to the next tab.
4) Next Click “Items” tab.
5) From “Items” Click “New”
6) List the description of each item. Including item, SKU, or manufacturing numbers.
7) Each item will need to include “Order Quantity, Order Unit, Description and Unit price.”
8) SAVE AND CLOSE the “items” tab before you move on to the next tab.
9) Next click the “Accounts” tab.
10) From “Accounts” click “New”
11) Add your budget code.
12) SAVE AND CLOSE the “Accounts” tab.

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

SUBMIT THE REQUISITION
How to Copy a Requisition?

1. Hover over the Requisition you would like to copy. (Should be blue)

2. Click on the “Copy” Button top, third button.

3. Once you select “copy” button a prompt will pop up asking you to select the year you would like the NEW requisition to be.

4. Edit each field, update information, quantity and or descriptions, ensure budget line is correct, and submit your requisition.
Attaching Documents to a Requisition

The following guidelines will take you through the steps to attach a document to your requisition. This process is the same for all types of requisitions. Attachments can be done at any time to the requisition even after the requisition has been submitted.

Open your requisition click on the “Attachments” tab and click “New”.

On the “File to Attach” line click on the box to open your saved files.

Note: documents can be scanned from your Canon Copier and sent to your email. Save your scanned documents to your desktop or to a folder for ease on finding them.
Click on your document, then click “Open”. This will attach the document to your requisition.

Once attached, the file name will appear in the “File to Attach” line. Click “SAVE/CLOSE” to save the attachment to the requisition.

Click “Save/Close” to close and save all changes to your requisition. If another document is needed to be attached to this requisition Click on “New” and follow the same process as outline above. Remember to Save/Close each attachment.
Requisition Process  Q & A

1. Who Creates my Requisition… Site Responsibility?
   • Yes, this is the site responsibility to create and submit the requisition. Note: Remember to the check status of all of your requisitions, and follow-up with the appropriate department.

2. Who Approves Your Requisition?
   • Categorical Staff, where applicable
   • Budget Department (Fund Specialists, Supervisor and Director)
   • Technology Services for computers and technology related items
   • Literacy and Curriculum (Textbook requisitions only)
   • Purchasing Department for final approval on all requisitions

3. What Does Purchasing Do with Your Requisition?
   • Process requisition: review and determine accurate description & product number, cost, delivery location, preferred vendor
   • Determine appropriate purchase limits, where applicable
   • Print Purchase Order and forward to vendor (email/fax/us mail)

4. How do I increase my Office Depot Chargeback?
   • Please submit a request to Purchasing. Include: Chargeback number, increase amount, and what budget codes to use.

5. How do I check the status of my order?
   • Please contact Purchasing to assist you in the status of your order. (if in printed status)

6. 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 / department and the vendor.

7. How do I make adjustments to my travel and or cancel?
   • Please contact Marjeanne Torres as soon as possible. 916-643-9464
Warehouse Services

1) Warehouse Services:
   a) Mail delivery:
      i) Interoffice mail:
         (1) Food, interoffice mail and fright 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 for $20.00 each. You can also access the same directory online under Sacramento County Office of Education 2017 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 District's 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-F001) 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.
WHEN IN DOUBT PLEASE

Contact Us

Your Purchasing TEAM,

Thank you!