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FTP WARRANT FILE (ACC-P036)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used to electronically transmit a warrant file for Sacramento City Unified School District.

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

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technician I

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Accounting Services Supervisor

**4.0 DEFINITIONS:**

- 4.1 Warrant Number: Number given to every check run
- 4.2 Warrant Register: Detailed list of all checks and amounts of check run
- 4.3 ISET: Information Services Department
- 4.4 FTP: File Transfer Program
- 4.5 Transmittal Sheet: Form created to keep track of volume and amounts

**5.0 PROCEDURE:**

- 5.1 Create Warrant Register, refer to ACC-W034 for details.
- 5.2 Send email to ISET and ask for FTP to be sent to the County Office.
- 5.3 Create Transmittal Sheet, refer to ACC-W034 for details.
- 5.4 Send email with Transmittal Sheet attachment to County Office, refer to ACC-W034 for details.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Warrant Register
- 6.2 Transmittal Sheet
- 6.3 Work Instruction ACC-W034

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
FTP Warrants	File cabinet in office	Three years	Discard as desired	Access limited to staff

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial release
3/31/08	B	Deleted responsibility, updated associated documents

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