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PROCESSING PURCHASE ORDER REQUEST FOR STUDENT ACTIVITY (ACC-W022)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction describes how to process a Purchase Order Request for Student Activities.

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 II

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Accounting Services Supervisor

**4.0 DEFINITIONS:**

- 4.1 Purchase Order Request form – a form requesting approval to purchase goods or services. This form must be approved prior to any purchases.
- 4.2 Request for Disbursement Request – a form requesting payment for goods or services.
- 4.3 Blue Bear SchoolBooks software – Student Activities database
- 4.4 Unorganized student activity – Unorganized student activities are allowed in elementary and high schools in which the student body is not organized. Student Activity fundraisers teaches students about real life business activities and provide money to fund student extra-curricular activities.

**5.0 WORK INSTRUCTION:**

**5.1 Purchase Order Request – NOT APPROVED**

- 5.1.1 Review Purchase Order Request – Principal Name and Site/school listed, Date, Payee, address (can be added later on the Disbursement Request), purpose, items and description. The item(s) should be an allowable expense. See Student Body handbook. Otherwise, deny the purchase order request. The Account name and account number should be listed. Verify the two signatures are authorized signatures, three signatures if they are an organized middle school or high school.
- 5.1.2 If Purchase Order Request is denied
- 5.1.2.1 Write NOT APPROVED across the box on the bottom of the form.
- 5.1.2.2 Open Word.
- 5.1.2.3 Click New
- 5.1.2.4 Select New from template
- 5.1.2.5 Select General Templates
- 5.1.2.6 Select PO Not Approved
- 5.1.2.7 Enter Advisor name and site
- 5.1.2.8 Write what this is regarding. i.e., issuing signature, prohibited expense, gift certificates not allowed, etc.

5.1.2.9 Print the memo

5.1.2.10 Initial the memo

5.1.2.11 Check the reason why the purchase order is being denied. If the reason is not already listed, write reason by other.

5.1.2.12 Make a copy of the memo and the purchase order request.

5.1.2.13 Send back to school site.

## **5.2 Purchase Order Request - APPROVED**

5.2.1 See 5.1.1

5.2.2 Click on # for a new Purchase Order Number

5.2.3 Type date

5.2.4 In Vendor Code box, click the lookup icon to bring up list of vendors.

5.2.5 If vendor code is not there, enter new vendor

5.2.5.1 Type in a vendor code that is easy to remember, hit enter

5.2.5.2 Click Yes

5.2.5.3 Enter full name of Vendor

5.2.5.4 Enter address – for school sites, put C/O school site

5.2.5.5 Click Accept

5.2.6 Click Detail tab

5.2.7 In the Type field, select Amount

5.2.8 In the Purpose field, type the purpose for the PO according to the Purchase Order Request Form

5.2.9 In the Authorized by field, type PRINCIPAL

5.2.10 In the GL field, type the account number

5.2.11 Enter the Category, if used

5.2.12 In the Amount field, type the amount of the purchase order

5.2.13 Click Accept

5.2.14 The screen will ask if you want to print this purchase order

5.2.15 Click yes

5.2.16 The screen will ask if the purchase order printed correctly

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- 5.2.17 Click Yes.
- 5.2.18 Discard the computer printed copy
- 5.2.19 Initial, date (today's), and write purchase order number in the district business office approval box on the Purchase Order Request Form.
- 5.2.20 Make a copy of the purchase order, highlight purchase order number and send to site
- 5.2.21 File original Purchase order Request in Student Activities Purchase Order binder by site and purchase order number
- 5.2.22 Repeat steps 5.2.1 – 5.2.22 if anymore purchase orders
- 5.2.23 Exit Purchase Order Menu

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Purchase Order Request Form
- 6.2 Monthly detailed report & data from Blue Bear SchoolBooks Software

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase Order Request and supporting documents	File Cabinets in General Accounting	4 years	Discard as desired	Secured area

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial Release
4/1/08	B	Revision of 5.1.5 and 5.2.3; revision of section 5.2.5 – 5.2.13; ; deletion of 5.2.19 and 5.2.20; revision of Identification in Record Retention Table; misc spelling and grammatical corrections; changed record retention from 2 years to 4 years.

**\*\*\* End of work instruction \*\*\***