
Facilities/Maintenance & Operations Blanket Order (MOP-W004)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is to provide direction for purchasing materials against blanket orders in the Maintenance & Operations Department.

2.0 RESPONSIBILITY:

2.1 Accounting Technician

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

3.0 APPROVAL AUTHORITY: Approved signature on file

3.1 Director, Maintenance & Operations

Signature

Signature on file

Date

4.0 DEFINITIONS:

4.1 **Blanket Order:** A credit agreement between SCUSD and an approved vendor to supply material to SCUSD as needed.

5.0 WORK INSTRUCTIONS:

5.0.1 Request a blanket purchase order from the accounting technician.

5.0.2 Specify vendor and dollar amount requested, indicate budget code.

5.0.3 Once a purchase order has been printed review vendor and dollar amount for accuracy.

5.0.4 Review that the blanket order number(s) on invoice(s) are correct and accurate.

5.0.5 Ensure that all amounts on the invoice are fully extended, including tax, freight, and other applied charges.

5.0.6 Turn in all invoices to the accounting technician for date and time stamp.

5.0.7 Every Friday, separate invoices by trade shop, scan to file and e-mail files to appropriate trade supervisors.

5.0.8 Trade supervisors will enter information on shared Excel file for all invoices pertaining to their shop.

5.0.9 Trade supervisors are to notify accounting technician when invoices are inaccurate or do not belong to them. An e-mail should be sent verifying approval to process or to not process is required.

5.0.10 Accounting Technician will verify information from invoice(s) and trade shop(s) Excel file. All invoices with blanket order numbers, amounts and dates sent to accounts payable will be tracked on an Excel spreadsheet shared drive specific to trade shop.

5.0.11 Accounting technician will send approved invoice(s) with signature stamp to accounts payable for payment as needed.

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5.0.11 The Director of M&O must approve any exceptions to these procedures.

6.0 Blanket Order Increase/Decrease Request Procedure:

6.0.1 Should a blanket order need an increase/decrease to pay outstanding invoices, submit a request to the accounting technician using a blanket request sheet.

6.0.2 One blanket request sheet per requested transaction.

6.0.3 Requests for increases or decreases should be in increments of \$1000 dollars or more when funds are available. Exceptions to be approved by Director.

6.0.4 Request for increase or decrease will be dated and submitted to Purchasing Supervisor using increase/decrease form on file by accounting technician.

6.0.5 Increase/decrease request will be date stamped and placed in "pending" file.

6.0.6 Allow time for Escape approval by Director of M&O, budget and all others that apply to process a "Print Change" request.

6.0.7 Accounting Technician will follow up on blanket order changes approximately one week after request has been submitted.

6.0.8 Blanket order changes will be updated on shared drive and Excel spreadsheet(s) for trade shop(s) according to specified vendor(s).

***Notes:**

*Ensure that information and budget coding and dollar amount on blanket request sheet is accurate and correct before submitting it to the Accounting Technician.

* Incorrect or Inaccurate information on the blanket request sheet will ensure that the sheet will be returned for corrections and/or will delay processing.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Blanket Orders	2 years	3 years	Discard as desired	Limited Access

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/07/04	A	Initial release
11/7/06	B	Revision request by M&O
2/21/07	C	Revision request by M&O
04/02/08	D	Revised title and section 7.0

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EndofProcedure