




BULLETIN

SUBJECT: Custodial Supplies Procedures and Entering Requisitions **2013-14 NO. BS-17**

TO: K-12 Principals/Office Managers

DATE: February 7, 2014

PREPARED BY: Gerardo Castillo, CPA **DEPARTMENT:** Budget Services
Director, Fiscal Services

REVIEWED BY: Ken A. Forrest **APPROVED:** 
Chief Business Officer

As of November 2013, school sites are no longer responsible for purchasing custodial supplies. Sites are still required to order their own supplies based on the process indicated below. Any custodial supply requisitions submitted this school year using school site funds were released back to the site's budget. However, we are still tracking custodial expenditures school by school.

For Fiscal Year 2014-15, school sites will continue to be responsible for entering the blanket requisitions, although Operations Services (Jim Dobson, Kent Jones and Diana Valencia) will need to enter the account code and submit the requisitions. **In order for requisitions to be processed, school sites must notify Operations Services of the requisition number. Their preference of communication is by email: JimD@scusd.edu; Kent-Jones@scusd.edu; Dianava@scusd.edu.**

The Purchasing Department has provided step by step instructions on the Chargeback Requisition Process (See attachment). Requisitions for the 2014-15 school year **MUST** be created and forwarded to Operations **PRIOR** to leaving for summer break.

The budget for custodial supplies is determined school by school. The budget amount per student is: Elementary \$12.28; K-8 \$14.12; Middle \$16.05; and High \$21.75. If your school expenses exceed the amount allocated, you may be responsible for covering overage costs with your school site funds.

If you have any questions, please contact Gerardo Castillo, Director, Fiscal Services at (643) 9405 or your Fund Specialist. Thank you for everything you do for our students and their families.

Attachment: Chargeback Requisition Process

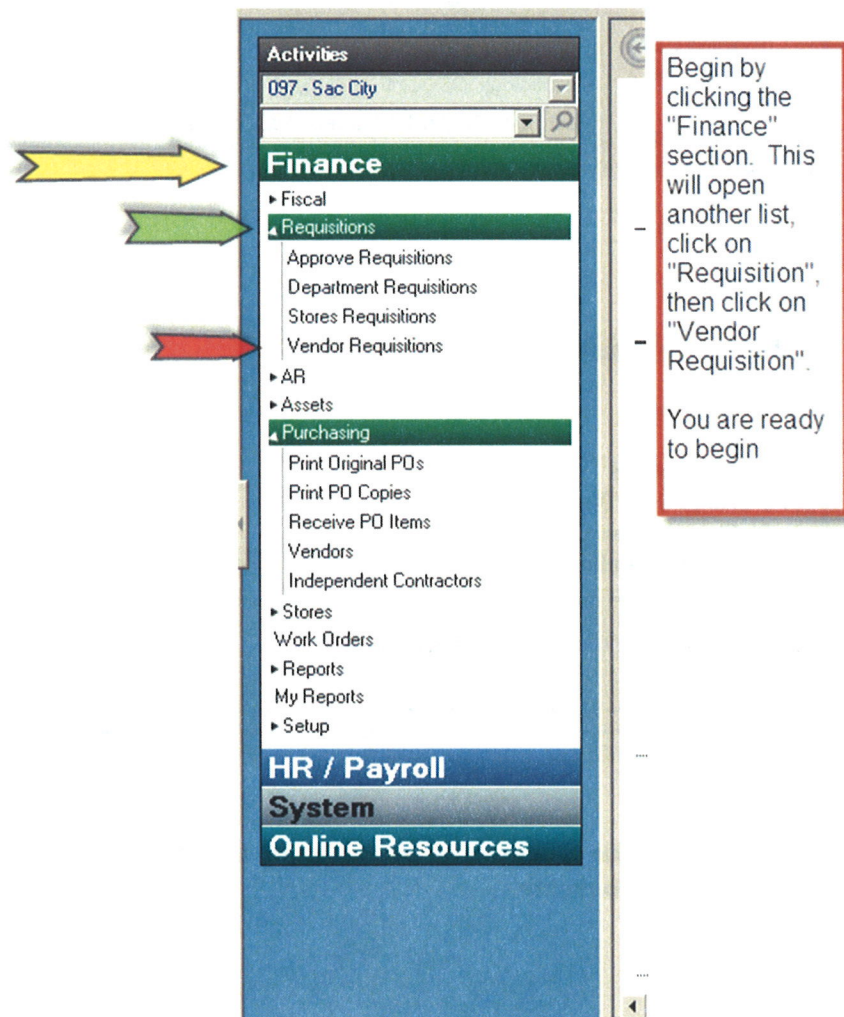
cc: Lisa Allen, Chief of Schools
Doug Huscher, Interim Area Assistant Superintendent
Mary Hardin Young, Area Assistant Superintendent
Tu Moua-Carroz, Interim Area Assistant Superintendent
Dan Sanchez, Manager II, Purchasing
Jim Dobson, Director, Planning, Construction and Operations

Chargeback Requisition Process

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".

The screenshot shows a web application interface for creating a new requisition. At the top, there is a 'Search' bar with 'Go', 'Clear', 'New', and 'Favorites' buttons. The 'New' button is circled in red, and a red arrow points to the 'Chargeback - 2013/14' option in the dropdown menu. Below the search bar, there are several sections for search criteria and requisition information.

Search Criteria

- ☒ **1 - Requisition**
 - Fiscal Year
 - Department
 - Academic Department
 - Reference Number
 - Requisition Number
 - Requisition Date
 - Completed Date
 - Order Location
 - Requisitioner
 - Template Requisition
- ☐ **2 - Order Information**
 - Vendor Id
 - Vendor Name
 - Buyer Id
 - PO Number
 - PO Date
- ☐ **3 - Status Information**
 - Status
 - Status Comment
 - On Hold
 - Only Uncompleted
 - PO Change Order Date
 - With Change Orders Only
- ☐ **4 - Other Information**

Fiscal Year
Enter (or look up) a fiscal year for requisitions to list.

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 have that Delivery Location Number.*

Requisition	Items	Accounts	Payments	Quotes	Approvals	Assets	Attachments	Notes
1 - Requisition Information								
Dept Id	CHRGBC {Chargeback}							
Academic Department								
Requisitioner	Dan Sanchez							
Request Date	12/20/2013							
Order Location	0830 {PURCHASING SERVICES} ←							
Delivery Location	0830 {PURCHASING SERVICES} ←							
Room								
Comment	Chargeback for Custodial Supplies ←							
Responsibility								
Category								
Goods and Services Category								
2 - Vendor Information								
Order Type	Blanket PO							
Vendor Category	CUSTOD/SUP {CUSTODIAL SUPPLIES}							
Vendor Id	123460 {CLEAN SOURCE INC} ←							
Vendor Address Id	6							
Vendor Name	CLEAN SOURCE INC							
Street Address	PO BOX 742056							
City State Zip	LOS ANGELES, CA 90074-2056							
Phone / Fax								
Quote Number								
3 - PO Information								
PO Date								

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.

Finance - Requisitions - Vendor Requisitions									
Search	List								
Open	New	Copy	Export	Tasks	Grid				
Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comr	
CH14-00557		Blanket PO	12/20/2013	0.00	0.00	Dan Sanchez	0830	Chargeback for O	

Continue to next section.

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

Req# CH14-00557, PO# , FY 2014 {2013/2014}, Status: Open

Requisition	Items	Accounts	Payments	Quotes	Approvals	Assets	Attachments	Notes	History
Open	New	Export	Tasks						

Line	Qty	Unit	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv
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In the Description enter your order information, **see example below**:

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

FOR THE PURCHASE OF CUSTODIAL SUPPLIES FOR THE 2013-2014 SCHOOL YEAR

FROM 07/01/2013 TO 06/30/2014

NOT TO EXCEED: \$2500.00

AUTHORIZED SIGNATURES:

Dan Sanchez,
Karen Bowman,

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**.

Req# CH14-00557, PO# , FY 2014 {2013/2014}, Sta

Requisition	Items	Accounts	Payments	Quotes	Approvals	Assets	Attachments	Notes	History
Open	New	Export	Delete	Prev	Next	Save/New	Save/Close	Cancel	Tasks

1 - Item Order Information

Order Quantity	1
Order Unit	EACH
Description	***** BLANKET PURCHASE ORDER ***** FOR THE
Unit Price	5,000.0000
Extended Cost	5,000.00
Taxable	No
Stores Item #	
Vendor Catalog #	
Message Before	
Message After	

2 - Account Information

Account Number	
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3 - Status Information

Cancelled	No
Changed	
Change Version	

Description

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

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

FOR THE PURCHASE OF CUSTODIAL SUPPLIES FOR THE 2013-2014 SCHOOL YEAR

FROM 07/01/2013 TO 06/30/2014

NOT TO EXCEED: \$2500.00

AUTHORIZED SIGNATURES:

Dan Sanchez,
Karen Bowman

OK Cancel

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.

Finance - Requisitions - Vendor Requisitions

Search List Form

Delete Prev Next **Save/Close** Cancel Tasks

Req# CH14-00557, PO# , FY 2014 {2013/2014}, Status: Open

Requisition Items Accounts Payments Quotes Approvals Assets Attachments Notes History

Open New Export Tasks

Line	Qty	Unit	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv
1	1	EACH	***** BLANKET PURCHASE OR	\$5,000.0000	\$5,000.00	No	0		

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

Please contact the Purchasing Department if you have any questions.

Dan Sanchez, Purchasing Manager II, 277-6662
 Karen Bowman, Office Technician III, 277-6663
 Taneshia Evans, Buyer II, 277-6667
 Melanie Gutierrez, Buyer I, 277-6664

