
**PURCHASING PERSONNEL DEPARTMENT SUPPLIES AND
REQUIREMENTS (PSL-P075)**

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Purchasing personnel department supplies and department requirements including reimbursements and prepaid expenses.

2.0 RESPONSIBILITY:

- 1.2 School Accountability Operation Specialist

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

2.0 APPROVAL AUTHORITY:

- | | | |
|---|-----------|------|
| | Signature | Date |
| 2.1 Director of Human Resource Services | | |
| 2.2 Associate Superintendent, Human Resource Services | | |

3.0 DEFINITIONS:

- 3.1 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 3.2 HRS—Human Resource Services

4.0 PROCEDURE:

- 4.1 Request received for expenditure by HRS staff.
- 4.2 Contact Purchasing Department for vender and estimate of cost.
- 4.3 Enter into ESCAPE system a requisition for buy out purchase order.
 - 4.3.1 (Think about adding the different types of requisitions)
- 4.4 ESCAPE assigns a number to the requisition.
- 4.5 Monitor requisition for approval and status.
- 4.6 Once a purchase order number is assigned, item has been ordered.
- 4.7 Monitor requisition until item is delivered to HRS.
- 4.8 Receive item on line (ESCAPE).
- 4.9 Accounts payable in Accounting Services pays the invoices.

5.0 ASSOCIATED DOCUMENTS:

- 5.1 Personnel Department Budget (report generated by Escape)
- 5.2 Vender Quotes and Proposals (see Purchasing Department)
- 5.3 Purchasing Procedure Manual (see Purchasing Department)

6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase order, invoice, and quotes	File cabinet	1 year	Discard as Desired	Access limited to HRS

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or proposals

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change Addition to Approval Authority

***** End of procedure *****