
WAREHOUSE PURCHASE ORDER PROCESS (PUR-P004)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to produce purchase orders to order stock for the warehouse for the 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 Purchasing Buyer/Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing Approved signature on file

4.0 DEFINITIONS:

- 4.1 R: Purchasing Requisition
4.2 P: Purchase Order

5.0 PROCEDURE:

- 5.1 Buyer runs "reorder report" to check inventory levels from the Escape Finance Module. When inventory levels are below 25% then it is time to reorder item.
- 5.2 Based on usage and forecast, the buyer will create and submit a "R" requisition and quote based on Limits for the Procurement of Good and Services. (See PUR-001: 5.3.1)
- 5.3 Upon requisition approval, the buyer will process and print requisition for a purchase order (P).
- 5.4 The purchase order is mailed or faxed to the vendor.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Limits for the Procurement of Goods and Services
6.2 Purchase Orders

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Hard copy Purchase Order	File cabinet in Purchasing	5 years	Discard as desired	Secured Warehouse
On-Line Purchase Order	District Network	5 years	Discard as desired	Secured Information Services/ Serna Center

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8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1213/04	A	Initial release
06/06/06	B	Revise records retention table and add document

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