
DUNNING PROCESS-PURCHASE ORDER FOLLOW-UP (PUR-P005)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to process Dunning (PO follow-up) to a purchase order for the purchase of supplies, equipment, and furniture 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 Dunning Report: Purchase Order Follow-Up Form
4.2 POD: Proof of delivery

5.0 PROCEDURE:

- 5.1 The first dunning notice defaults to 28 days from the date of the purchase order date in the Escape Finance System.
- 5.2 The buyer prints the first and second Dunning Reports (Purchase Order Follow-Up Form) for any partially received orders.
- 5.2.1 The Dunning Report is faxed to the vendor.
- 5.2.2 If the order was direct ship to the school/department, the dunning report is sent to the respective site.
- 5.3 If it is the 3rd Dunning Report, the buyer will contact the supplier via telephone.
- 5.4 The response from the dunning report is entered into the Escape purchase order notepad and shared with the requisitioner.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Dunning Report, where applicable

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Dunning Report	File in Purchasing	One year	Discard as desired	Secured Warehouse

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8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
06/06/06	B	Revise records retention table
11/28/06	C	Revise 5.1

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