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Utility Bills, Facilities Operations/Energy MOP-W007  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses how to process utility bills for the sites for Sacramento City Unified School District.

**2.0 RESPONSIBILITY:**

- 2.1 Office Technician III

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

**3.0 APPROVAL AUTHORITY:**

- 3.1 Manager II, Operations/Energy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 Use under utility software database, Utility Manager.

**5.0 WORK INSTRUCTIONS**

**5.1 SMUD, California American Water, City of Sacramento utilities, Amador Water Agency Utility Bills:**

- 5.1.1 Receive mail from District Office or from regular mail or from FAX.  
5.1.2 Remove bill from envelope.  
5.1.3 Make one copy, front and back.  
5.1.4 Place original into folder where is will be taken down to accounting for payment.  
5.1.5 Input information from copied invoice into Utility Manager Database.  
5.1.6 Place entered copied invoice into school file.

**5.2 PG&E/SPURR Utility Bills:**

- 5.2.1 Receive excel file from SPURR by e-mail and hard copy to follow by mail.  
5.2.2 Download information to my documents .csv file where it can be imported into Utility Manager Database.  
5.2.3 Once information has been imported into Utility Manager, save information and save file in my documents for backup.  
5.2.4 Place hard copy of SPURR file into filing cabinet labeled SPURR by month.

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**6.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Utility bills	Filing cabinet	3 years	Discard as desired	Limited access
EXCEL Files	Electronic	3 years	Discard as desired	Limited access

**7.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08	A	Initial release
10/14/08	B	Section 3.0- Approval Authority Change

\*\*\* End of Procedure \*\*\*