
Sacramento City Unified School District

1.1 SCOPE:

- 1.2** This procedure discusses the method that is used to process Facilities Maintenance Chargeable Costs and Capital Improvements for Sacramento City Unified School District.

2.1 RESPONSIBILITY:

- 2.2** Program Records Technician

3.1 APPROVAL AUTHORITY:

- 3.2** Director, Facilities

5.2.10 Staple original Work Order request to Detailed Work Order.

5.2.11 Send original to the Accounting Department for transfer and filing.

6.1 Tracking Report:

6.2 Print monthly reports for Director to review status of Chargeable Cost and Capital Improvements.

7.1 Budget Report Procedure:

7.2 Print monthly site detail reports from ESCAPE to confirm transfer of costs.