PURCHASING PERSONNEL DEPARTMENT SUPPLIES AND REQUREMENTS (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:

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

or proposals

7.0 REVISION HISTORY:

<u>**Date:**</u>