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Janea Marking  
Chief Business &  
Operations Officer

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## REQUISITION LISTING YEAR-END PROCESS

In Escape go to

Enter search criteria to create the list:

1. In Order Location field enter your 4 digits Site Location Code
2. Status Printed
3. Go to populate the list

Review and make sure received items are ROL (received online). Make sure to enter actual date item was received, as the system will default to current date.

Make sure invoices have been emailed to [invoices@scusd.edu](mailto:invoices@scusd.edu)

Enter search criteria to create the list

1. Order Location field, enter your 4 digits Site Location Code
2. Go to the list
3. Follow directions below depending on the status of requisition.

If the req is in Ready for Payment status, make sure invoices have been emailed to [invoices@scusd.edu](mailto:invoices@scusd.edu)

If the req is in Approved status, contact Purchasing to print PO.

If the req is in Submitted status, please contact Budget for approval.

4. Export, review and indicate which need to be paid/closed or carry over to new fiscal year. When done reviewing, email your list to [invoices@scusd.edu](mailto:invoices@scusd.edu)

Please also review and confirm documents following type of requisitions:

**BUDGET SERVICES**  
2023r24 Staff Assignments

Chris Andruysna, Budget Analyst Phone: 643r7845		Sandy Martinez, Budget Analyst Phone: 643r9408		Nai Saelee, Budget Analyst Phone: 643r7852		Stella Reyes, Budget Analyst Phone: 643r7867	
CENTRAL		CENTRAL		CENTRAL		CENTRAL	
All	Fund 12 Child Dev	0724	Music Section	0704	Communications Office	0705	Employee Relations
All	Fund 11 Adult Ed	0726	Library/Textbook Services	0710	Constituent Services	0708	Student Support Services
0701	Board of Education	0731	American Indian Education	0717	Legal Counsel	0727	Multilingual/Multicultural Med
0703	Superintendent Office	0737	Curriculum & Professional Development	0725	State and Federal Programs	0728	Materials Development Lab
0712	Instructional Assistant Superintendents	0752	Youth Engagement Services	0732	College & Career Readiness/CTE	0758	ISS (Integrated Support Services)
0713	Adult/Voc Ed	0754	GATE	0739	Linked Learning	0760	Student Hearing & Placement/Alt.
0714	Instructional Assistant Superintendents	0755	After School Services	0740	Enrollment Center	0763	Foster Youth Services/Targeted Prev.
0715	Early Learning & Care, (Child Dev)	0759	YES - 21st CENTURY	0745	Matriculation & Orientation Center	0764	Health Services
0716	Instructional Assistant Superintendents	0762	Expanded Learning Services	0748	Attendance & Engagement	0770	Human Resource Services
0720	Instructional Assistant Superintendents	0765	Positive Youth Development	0810	Nutrition Services	0772	Employee Compensation (Payroll/Benefits)
0721	Chief Academic Office	0767	Youth Development Support Services	0821	Safe Schools Office	0800	Business Services
0723	Deputy Superintendent Office	0776	Staff Development	0823	Security Services	0801	Internal Audit
0733	School, Family & Community Partnerships	0807	Facilities Support	0835	Distribution Services	0802	Accounting Services
0735	Family & Community Empowerment	0822	Building & Grounds	0900	Private Schools	0804	Budget Services
0742	Assistant Supt. of Student Support Services	0824	Operations Services			0808	Technology Services
0744	Continuous Improv. & Acct. Office	0825	(Serna) Education Center			0830	Purchasing Services
0746	Counseling Services	0831	School Climate			0840	Risk & Disability Management
0780	Assessment, Research and Evaluation					0842	Reproduction
						0844	Transportation

Steven Meadows, Budget Analyst  
Special Education Department  
Phone: 916r643r9170  
L0750 Special Education Contact

Bee Moua, Budget Analyst, Innovative/Charter Oversight  
Innovative Schools and Charter Oversight  
Phone: 643r9426  
0024 Bowling Greenr McCoy  
0025 Bowling Greenr Chacon  
0185 New Joseph Bonnheim  
0505 George W. Carver  
0535 New Tech High School  
0560 The Met  
All Independent Charter Schools

Tiffany Snowdon, Budget Analyst  
State and Federal Programs  
Phone: 916r643r9051  
Rsc 3010 (Title I)  
Rsc 3019 (Title I, Priority)  
Rsc 3182 (CSIRComprehensive Support & Improvement)

**BUDGET SERVICES  
2023-24 Staff Assignments**

Angie Chavez, Fund Specialist Phone: 643 7868		Sherril Peterson, Fund Specialist Phone: 643 7869		Steve Haskins, Fund Specialist Phone: 643 7856		Tina Arrendondo, Fund Specialist Phone: 643 7870		Bobbie Argo, Fund Specialist Phone: 643 7861	
ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8	
0032	Caleb Greenwood	0035	Camellia Basic	0101	Susan Anthony	0010	A. M. Winn Public Waldorf K-8	0029	Bret Harte
0110	Ethel Phillips	0108	Ethel Baker	0104	Elder Creek	0095	Ea Warren	0037	Caroline Wenzel
0146	Isado Cohen	0130	Golden Empire	0138	Martin Luther King	0111	John Morse	0059	David Lubin
0235	Mark Twain	0148	Leataata Floyd (P)	0139	H. W. Harkness	0168	John D. Sloat	097	Abraham Lincoln
0350	Genevieve Didion K-8	0151	Leonardo da Vinci K-8	0142	Hollywood Park	0282	Phoebe Hearst	098	Cesa Chavez Intermediate
0354	Sutterville	0173	Alice Birney Waldorf Inspired K-8	0153	John Bidwell	0285	Pony Express	0100	Edward Kemble
0363	Theodore Judah	0269	Pacific	0178	Success Academy	0300	Crocker/Riverside	0117	Father Keith B. Kenny (P)
0384	William Land	0277	Suyou Elementary	0242	Matsuyama	0327	Sequoia	0144	Hubert H. Bancroft
		0379	Washington	0265	Oak Ridge (P)	0359	Tahoe	0163	John Cabrillo
				0272	Parkway			0262	Nicholas
				0305	James W. Marshall			0267	O. W. Erlewine
								0390	Woodbine
MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS	
0415	California	0420	Rosamonds (P)	0490	Miwok Middle School	0410	Albert Einstein	0480	Sarabranan
0445	John H. Still K-8	0431	Ferris Bacon Basic (P)			0450	Umoja International Academy		
						0495	Will C. Wood (P)		
HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS	
0520	Hiram Johnson (P)	0521	West Campus	0517	Health Professions High School	0510	C. McClatky	0540	Rosemont
0562	Accelerate Academy	0557	School of Engineering & Sciences	0525	John Kennedy	0530	Luther Burbank	0571	Capital City School
				0570	American Legion				
CENTRAL		CENTRAL		CENTRAL		CENTRAL		CENTRAL	
0810	Nutrition Services		Transportation	All	Fund 11 Adult Ed		Fund 12/ELC	0807	Facilities Support
								0822	Building & Grounds
								0824	Operations Services
								0825	(Serna Education Center)

Doris Quan, Fund Specialist  
Special Education Department  
Phone: 916 643 8122  
L0750 Special Education Contact