
PROCESSING PURCHASE ORDER REQUEST FOR STUDENT ACTIVITIES
(ACC-P006)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure outlines how to process a purchase order request for student activities.

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

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Purchase Order (PO) Request – a form requesting approval to purchase goods or services. This form must be approved prior to any purchases.
- 4.2 Disbursement Request – a form requesting payment for goods or services
- 4.3 Blue Bear software – Student Activities database
- 4.4 Unorganized student activity – Unorganized student activities are allowed in elementary and high schools in which the student body is not organized. Student Activity fundraisers teaches students about real life business activities and provide money to fund student extra-curricular activities.

5.0 PROCEDURE:

- 5.1 Receive PO Request (Refer to ACC-W022 for processing detail)
 - 5.1.1 Verify if PO has the vendor name, address, phone, purpose of purchase, amount and authorized approval.
- 5.2 Issue a PO using the Blue Bear software. (Refer to ACC-W022 for processing detail)
- 5.3 Copy, highlight and send PO Request to site. (Refer to ACC-W022 for processing detail)
- 5.4 File PO Request appropriately.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order (PO) Request
- 6.2 Disbursement Request
- 6.3 Monthly detailed report & data from Blue Bear software

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase Order Request form & supporting documents	File Cabinets in General Accounting	4 years	Discard as desired	Secured area

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REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/17/04	A	Initial Release
3/27/08	B	Addition of "address, phone" to item 5.1.1

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Receive Purchase Order (PO) Request
(ACC-W022)

Issue PO using the Blue Bear Software
(ACC-W022)

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