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**PURCHASE ORDER REQUISITION APPROVAL (BUD-P005)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses how to process on-line requisition approvals in Sacramento City Unified School District.

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

**2.0 RESPONSIBILITY:**

- 2.1 Budget Department

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Budget Director

**4.0 DEFINITIONS:**

- 4.1 P.O. – Purchase O

Approved – The requisition has been approved.

- 4.4.4 Neu

notepad of the requisition.

Id be identified in the

- 4.4.7 Partial Pay – Par

mpleted.

- 4.4.10 Cancel – The requisition has been cancelled.

- 4.5 Funding io been c

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- 4.8.1 Computer – To acquire computer hardware and related items, but not software programs.
- 4.8.2 Blanket ~~Order~~ Order – To cover continual charges from a vendor during a single school year.
- 4.8.3 Regular Bu

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| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision</u> |
|--------------|-------------|--------------------------------|
| 11/12/04     | A           | Initial Release                |

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