

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3310.1(a)

Business and Noninstructional Services

Requesting Goods and Services

Non Catalog/Normal Buyout Requisition

1. School or department shall enter the request for goods or services in the District's Enterprise Business Requisitioning System and provide the following information to the Purchasing Department Staff:
 - a. Suggested Vendors Only one vendor is permitted on a requisition
 - b. Quantity and Unit of Issue.
 - c. Description and Category. Include manufacturer's model/part number if applicable and known.
 - d. Unit Price. If available, however, this is not required, as the buyers will verify the price prior to purchase order preparation.
 - e. Account Number. Account numbers are to be assigned to each individual line item on the requisition, multiple accounts can be used on one requisition.
 - f. Date delivery to be completed. This date should be realistic, since purchasing may pay a higher price and/or authorize premium transportation costs to ensure delivery is made by this date. If no date is entered, the lowest price will govern regardless of delivery date.
 - g. Ordered by/Requestor. Name of the person submitting the requisition or requesting the goods must be included on all requisitions.
 - h. Sales Tax. The District is not exempt from paying sales tax on the purchase of goods, standard California Sales Tax should be included on all requisitions.
2. The District's Enterprise Business System will encumber the full purchase amount of the Requisition. If the account cited is invalid, or does not have sufficient funds, the requisition will not be approved.
3. Once approved the requisition will be electronically forwarded to purchasing for purchase order creation and submission to the vendor.
4. If a purchase order is rejected because of an invalid account number or insufficient funds in account, Purchasing will contact the school/department, explain the problem, and request action desired. This may be a change of accounts, transfer of funds, reduction of quantities, or cancellation of some of the items.
5. All items ordered will be shipped to the District's main warehouse for distribution to the ordering site.

Open (not to exceed) Purchase Orders

1. The following restrictions/conditions are part of the not to exceed purchase orders:
 - a. Individuals authorized to pick up material must be specified by name in the requisition, and will be so listed on the purchase order.
 - b. When supplies are picked up, a priced, itemized receipt, in duplicate, must be obtained by the person accepting the merchandise, certified as having been received, and forwarded to the Accounting Department, District Office. For foodstuffs, a cash register receipt, plus a listing of each item purchased (in duplicate) must be forwarded to the Accounting Department, District Office.
 - c. When the purchase order is prepared, the entire amount of the order will be encumbered.
2. The school/department will prepare a requisition in accordance with the instructions in paragraph 1.0 above. The name and address of the vendor will be completed. The body of requisition should read "Term Order for the Period of _____ through _____ not to exceed \$ _____.
3. Purchasing will process the requisition in accordance with the instructions above, and will include on the purchase order the names of the personnel authorized to accept material against the purchase order.

Will-Call/Pick up Purchase Orders

1. Upon occasion, emergency conditions may require immediate pickup of material. The following procedures will be followed:
 - a. The school/department will prepare a requisition in accordance with procedures above, and submit the requisition for approval prior to pickup of material. The school/department will contact the assigned buyer and a PO number will be given to the individual picking up the material.
 - b. When the material is picked up, the vendor will be requested to call the Purchasing Office. The Purchasing Office will verify the price, and issue a purchase order number to the vendor. A confirming purchase order will be issued to the vendor. The individual picking up the material will obtain an original and duplicate delivery ticket from the vendor, certify them as "Received and Accepted," date and sign, and forward them to the Accounting Department, District Office.
 - c. Will Call/Pickup requisitions in excess of \$2000.00 shall be cleared with the Purchasing Office for quotations prior to vendor selection.

Emergency Requirements for Items Which Cannot Be Obtained Locally

1. Upon occasion, emergencies may arise which require special handling. Each case will be handled as its circumstances dictate. For example, it may be possible to expedite a portion of an existing order, accept a partial delivery, procure a substitute item, or place an order by telephone and specify air shipment.

2. The goal of the Purchasing Department is to process requisitions (less than \$2,000.00 in value) for locally available items in 5 to 7 working days from receipt of Requisition through notification to the requisitioner as indicated above. Emergency processing is very disruptive to the routine requisition processing and should be carefully reviewed by the principal/vice-principal or administrator before requesting emergency processing. The request should be made to the Director of Purchasing or, in his/her absence, their designee, who will take the necessary and appropriate action required.