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## PURCHASE ORDER PROCESS (PUR-P001)

Sacramento City Unified School District

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### 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to process purchase orders over \$50.00 for the purchase of supplies, equipment, furniture and instructional materials for the Sacramento City Unified School District.

### 2.0 RESPONSIBILITY:

- 2.1 Purchasing Buyer/Supervisor

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing \_\_\_\_\_ \_\_\_\_\_  
Signature Date

### 4.0 DEFINITIONS:

- 4.1 JIT: Just-In-Time
- 4.2 RFQ: Request for Quotation
- 4.3 PCC: Public Contract Code

### 5.0 PROCEDURE:

- 5.1 Requisition Types:
  - 5.1.1 Purchase Order Requisition
  - 5.1.2 Computer Equipment Requisition
  - 5.1.3 Blanket Order Requisition
  - 5.1.4 Textbook Requisition
  - 5.1.5

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### Sacramento City Unified School District

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5.3.1.2 \$7,500 - \$19,999 – minimum of 2 phone or fax quotes

5.3.1.3 \$20,000 - \$72,399 – minimum of 3 written quotes

5.3.1.4 \$72,400+ - formal bid

5.3.2 Instructional Materials are not required to quote per PCC.

5.4 Purchase Order is printed

5.4.1 Purchase Order is burst, separated, distributed, and filed

5.4.2 Original Purchase Order

5.4.2.1 Signed by the Purchasing Director

5.4.2.2 Either mailed or faxed to the vendor

#### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Limits For The Procurement of Goods and Services

6.2 RFQ responses

6.3 Hard Copy Purchase Order

6.4 Electronic Copy Purchase Order

#### **7.0 RECORD RETENTION TABLE:**

Identification

Storage