
Grant Budget Setup
Procedures BUD-P002
Sacramento City Unified School District

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1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to set up grant fund appropriations for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

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Grant Binders	Supervisor's office	Five years	Discard as desired	Access limited
Grant File	File cabinet,	Current year plus one year and old files in file room for five years	Discard as desired	Access limited

8.0 REVISION HISTORY:

Date: Rev.