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

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

4.4.4 Neu

notepad of the requisition.

Id be identified in the

4.4.7 Partial Pay – Par

mpleted.

4.4.10Cancel – 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 – 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 *****