Simi Valley Unified School District

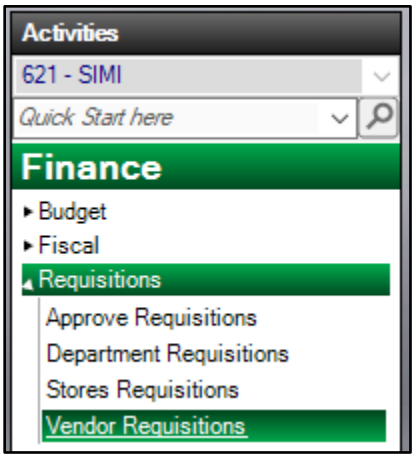
Purchasing Procedures

INITIATING VENDOR REQUISITIONS IN ESCAPE

Vendor Requisitions / Purchase Orders – What Are They?

Within our Escape system, Vendor Requisitions become Purchase Orders once fully approved and printed. Purchase orders provide a guarantee of payment to our vendors, assuming the order is fulfilled as detailed. From a fiscal perspective, once a purchase order has been approved, Escape creates an encumbrance in the full amount of the purchase order, which essentially **reserves** funds from your budget specifically for the payment of the purchase order. The encumbered funds are **no longer considered available** within your budget. When payment is made, the encumbrance is reversed and replaced with the actual expenditure, removing the funds from your budget. If for any reason a purchase order is cancelled prior to being paid, the encumbrance is reversed, and the funds are again considered available within your budget.

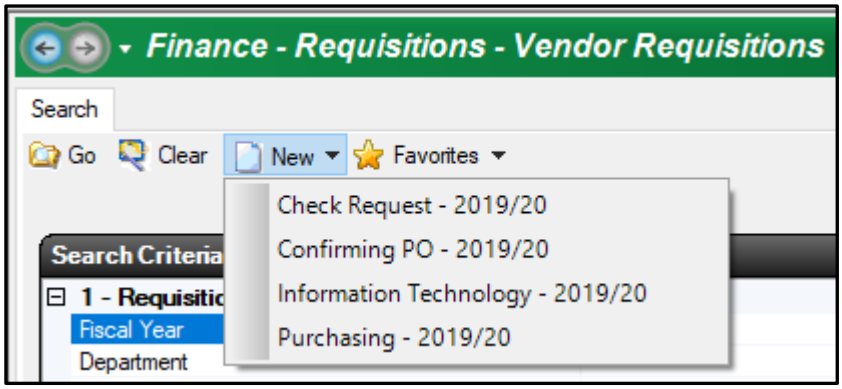
To begin entering a requisition, **from the Escape Home Page, select Finance > Requisitions > Vendor Requisitions**



Select New



Select the appropriate Requisition Department. Detailed descriptions are provided below.



Requisition Departments Within Escape:

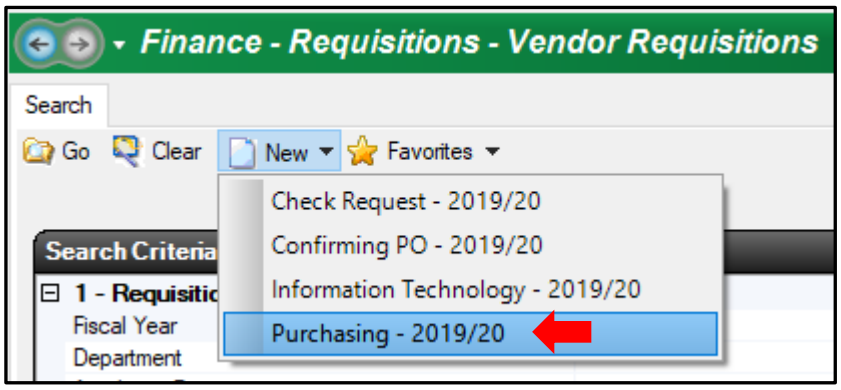
Check Request requisitions are used primarily for conferences, workshops, and field trips when the vendor will not accept a purchase order nor credit card. If you have any questions, please contact Purchasing.

Confirming Requisitions are used for "after the fact" invoices. These are situations when either goods or services were **provided prior to any requisition being initiated**. Typically, Confirming requisitions are meant as a "last resort", while Purchasing and Technology requisitions are meant for everyday situations. In other words, Purchasing and Technology requisitions should be used first and foremost. A Confirming requisition should be **used in place of Revolving Cash** when the amount is one hundred dollars ($100.00) or more, with the exception of staff reimbursements. Staff reimbursements are done with revolving cash, regardless of amount.

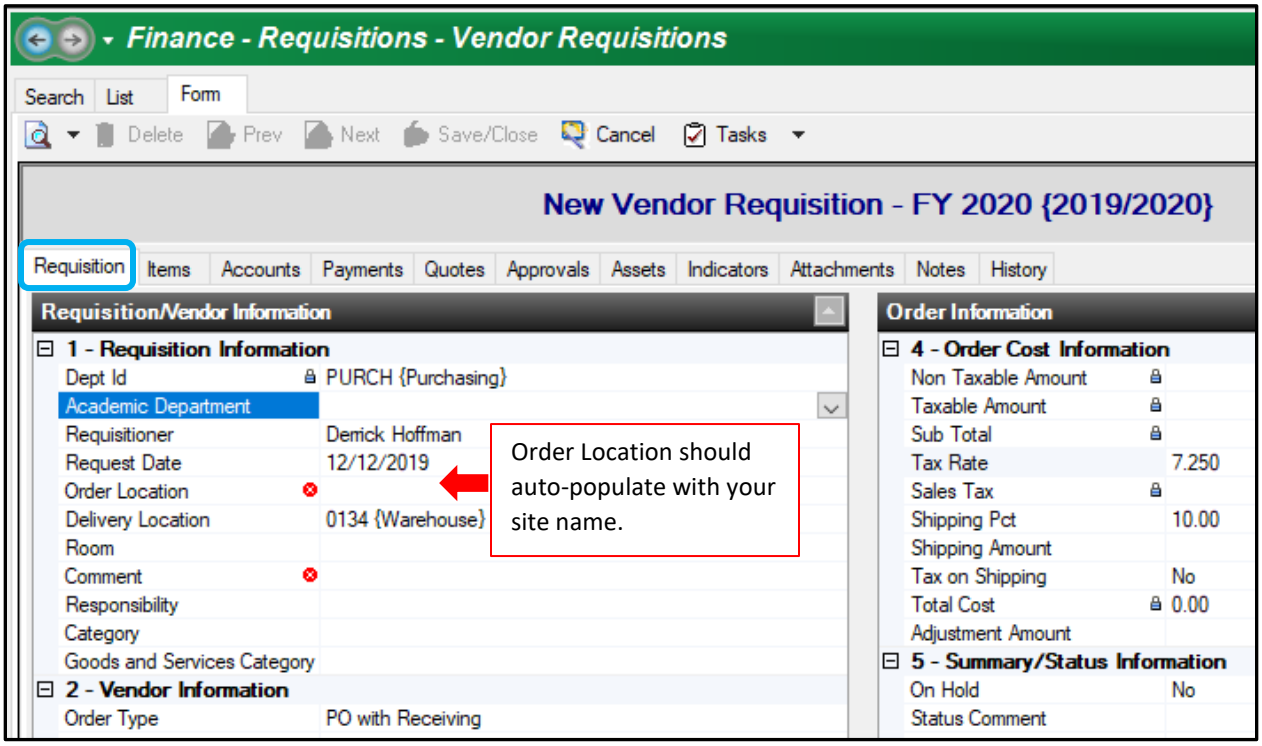
Information Technology Requisitions are used for the purchase of any items that our IT department needs to be aware of and may be required to service/support, such as computer hardware, printers, document cameras, projectors, software licenses, etc., as these items may involve compatibility with our current equipment.

Purchasing Requisitions are for everything other than the above.

Because our example involves the purchase of camera equipment, "Purchasing" is the correct category of requisition to use.



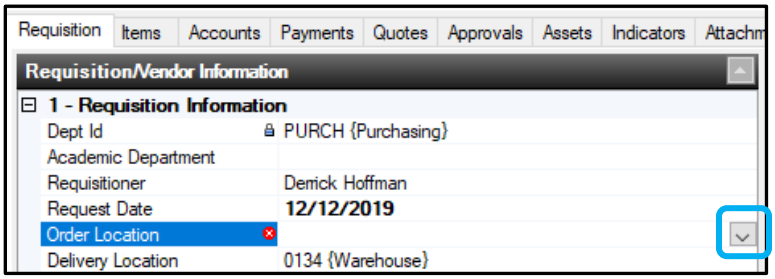
TAB 1: "Requisition" tab…the starting point.



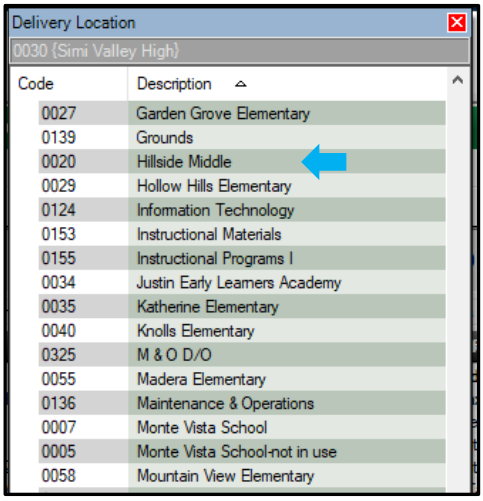
Order Location

If needed, to input Order Location, either enter the site code or click the drop-down arrow to the right and select from the list.

In this example, we will use Hillside Middle School.

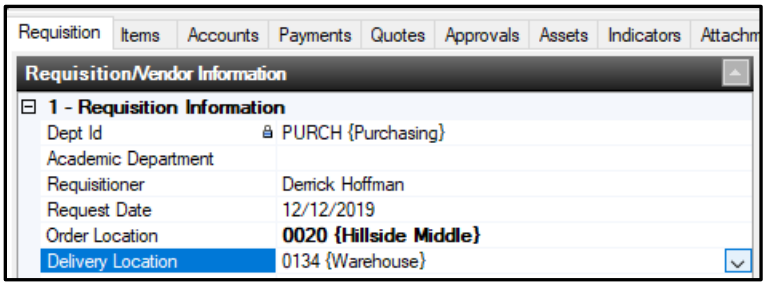


Select your location from the list.



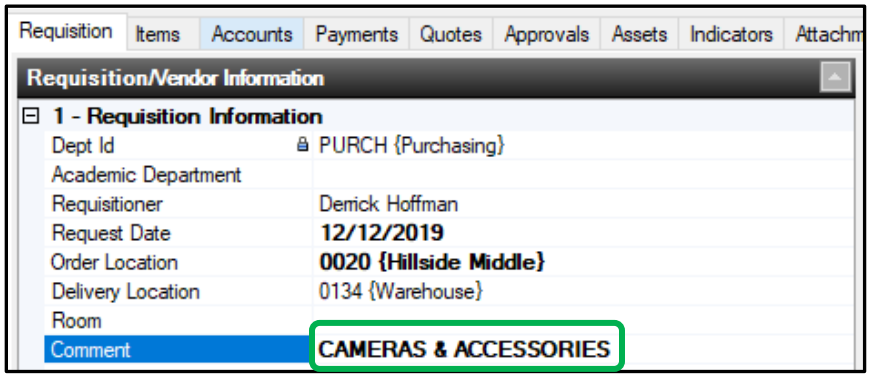
Delivery Location

If needed, to change Delivery Location, either enter the site code or click the drop-down arrow to the right and select from the list. In this example, no change is necessary.



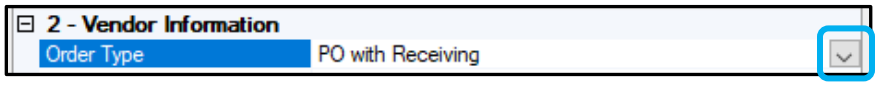
Comment

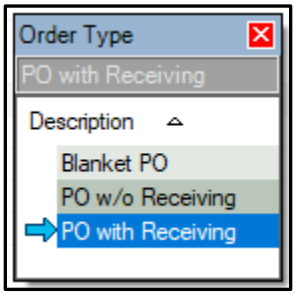
Provide a "Comment" which **summarizes what you are purchasing**.



Order Type

Select the appropriate "Order Type" by clicking the drop-down arrow to the right. Detailed descriptions are provided below.





Order Types Within Escape:

Blanket PO is typically used to encumber (reserve) funds when it is anticipated that **multiple incidental purchases will be made on a consistent basis from one vendor**. In most cases, this involves vendors who have agreed to process orders using the Blanket PO, sometimes referred to as an "open account", to cover all purchases rather than requiring an individual purchase order for each purchase. The total value of a Blanket order should be carefully estimated to avoid encumbering too many funds. Remember, once encumbered, funds are no longer available within your budget. Unlike other purchase order types, **Blanket purchase orders can produce the illusion**

that a budget is depleted, when in fact, the funds have not actually been spent. The following are examples of when a Blanket order should be used.

- A shop instructor needs to pick up small tools and materials as needed.
- Maintenance technicians constantly require different parts to complete repairs.
- Department secretaries ordering office supplies.

A Blanket PO should never be used for high-value items, and certainly not for anything that would be considered a fixed asset (see below for additional description of fixed assets).

PO with Receiving should be used when **physical product will be received by our warehouse staff**. Escape will automatically show the delivery location as "warehouse", as it is **recommended that all shipments come to the warehouse** to be inspected and accounted for.

PO w/o Receiving should be used when **items will not be received by our warehouse staff or NON-physical product is being purchased**. The following are examples of non-physical products.

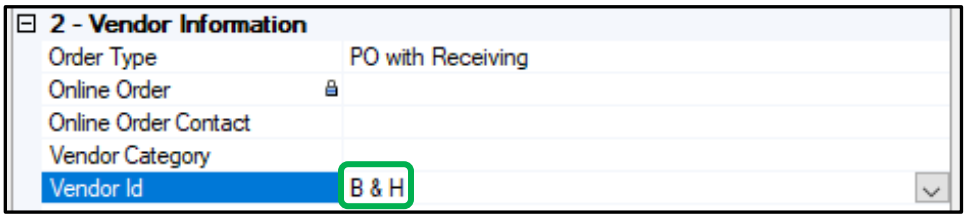
- Travel
- Software licenses
- Services like independent music teachers or consultants.

Vendor ID

If the Vendor ID number is known, simply input and press the Enter key. Otherwise, follow the instructions below to search Escape for the vendor.

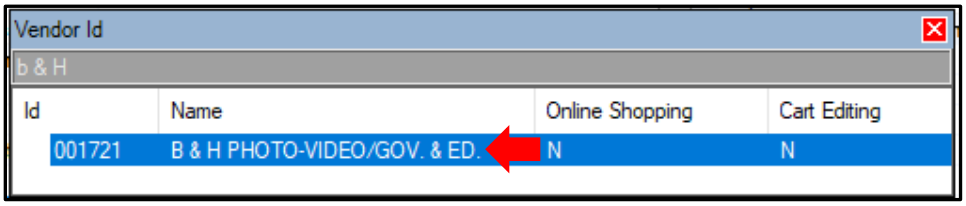
In this example, we are looking for B & H Photo.

Enter the first 3 or more letters of the Vendor's name.

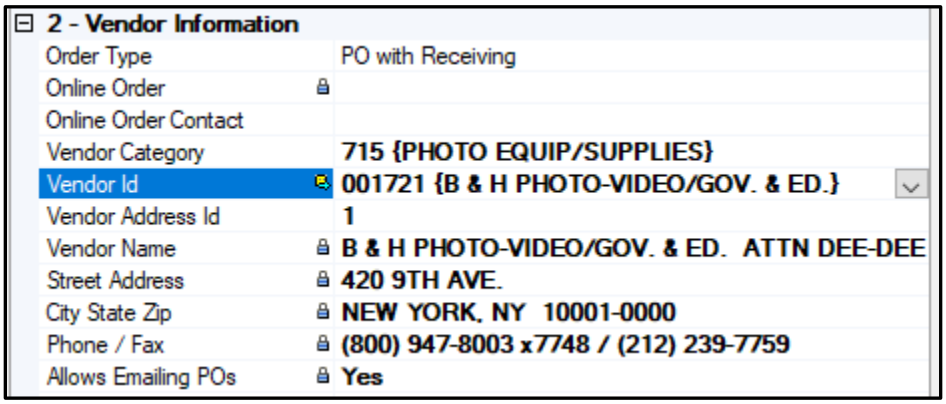


Press the F4 key or use the drop-down arrow.

Double-click the correct vendor from the resulting list.



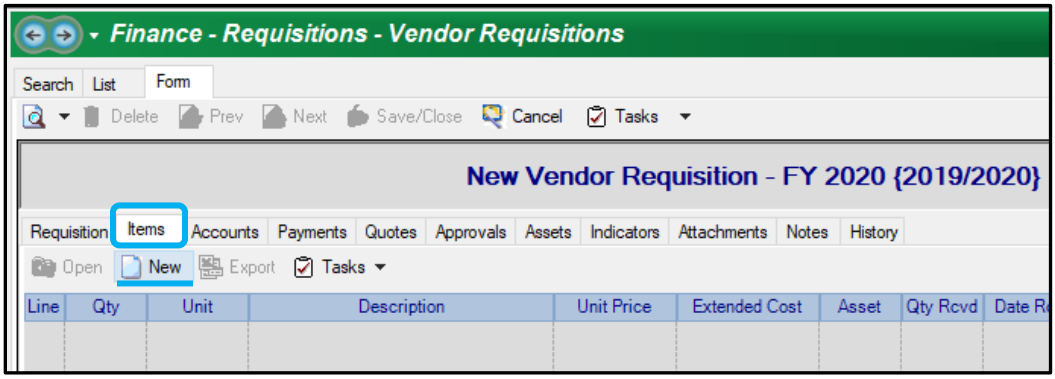
The Vendor's information will populate.

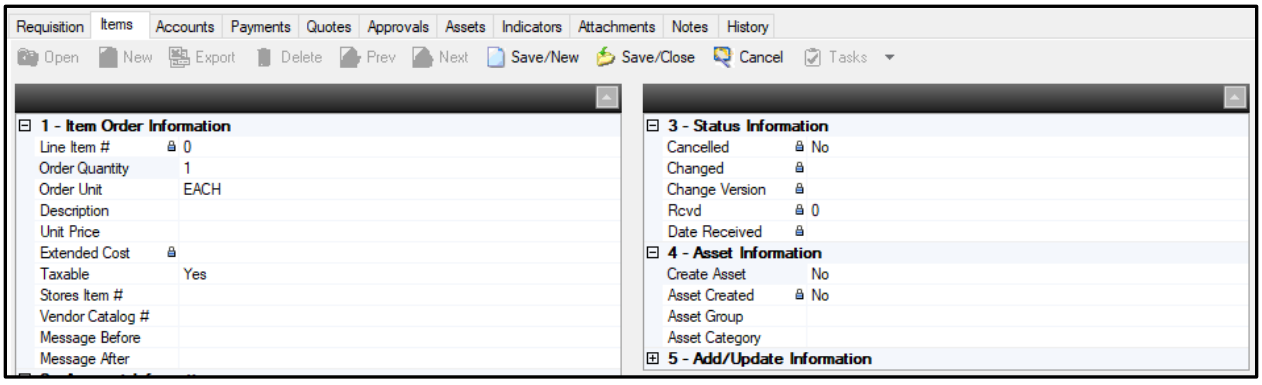


TAB 2: "Items" tab…line item entry.

Click the "Items" tab.

Click "New".

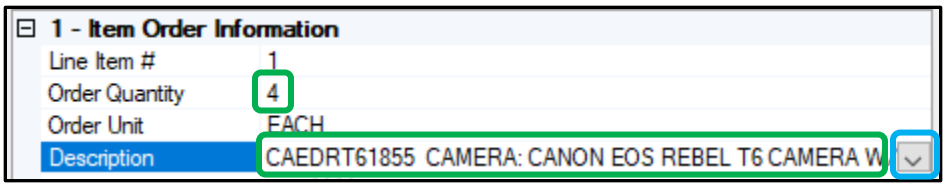




Order Quantity and **Description**

Enter the Order Quantity.

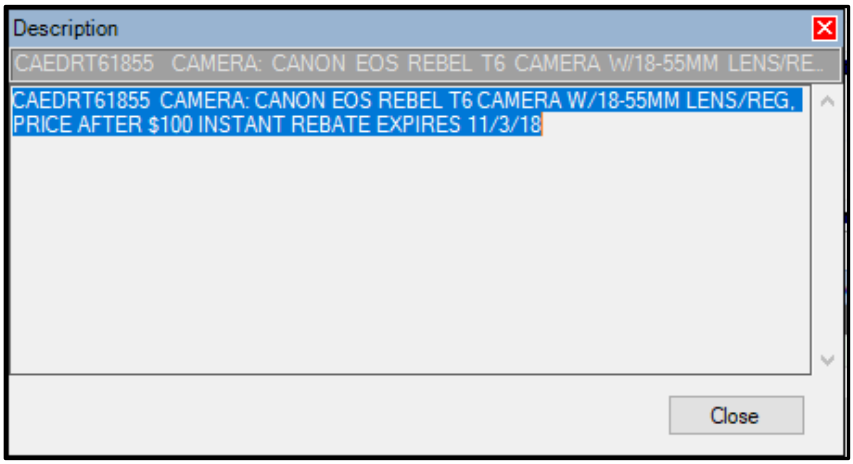
Enter Description.



If necessary, click the drop-down arrow to the right to display the full description.

When entering a description, please begin the description with the vendor item #, or if not available, the manufacturer model number.

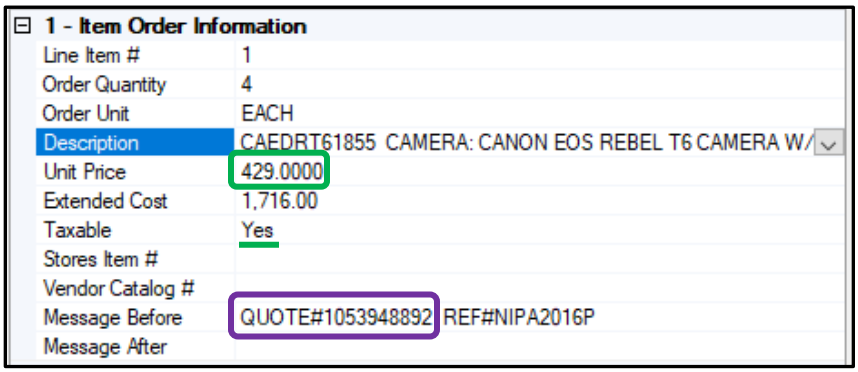
For example: CAEDRT61855 CAMERA: CANON EOS REBEL…
(model number) (description)



Unit Price, **Taxable**, and **Message Before**

Enter the "Unit Price".

Change "Taxable" if needed.

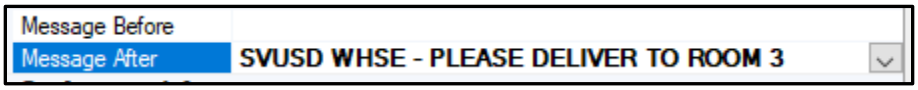


Messages

Only on Line Item #1, in the **"Message Before"**, enter the quote number. This helps our vendor locate any preliminary information previously provided. If the District's Account/Customer Number are shown on the quote, that should be included in the Message Before as well.

Suggested Practice – **Only on the Final Line Item**, in the **"Message After",** enter any message you feel will assist the vendor or our warehouse with the delivery of your items.

Examples:
SVUSD WHSE – DELIVER TO ROOM 3
VENDOR – PLEASE CONTACT *(insert name)* AT *(insert phone)* TO SCHEDULE REPAIR OF EQUIPMENT



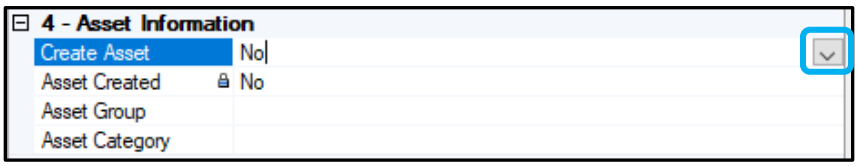
Fixed Assets

Fixed assets are oftentimes confusing. Please feel free to contact the Purchasing Department for assistance.

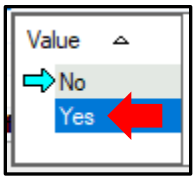
The majority of fixed assets involve stand-alone equipment having a lifespan of greater than one year and a total cost (tax & freight included) in excess of $500. Being characterized as "stand-alone," the equipment is not a component of something else, and can perform its function independently. Fixed assets are typically tagged with a District sticker that includes a unique number. The sticker allows law enforcement to identify the equipment as District property if recovered after theft. The unique number allows the District to specifically identify the equipment. Equipment with a total cost of less than $500, which is susceptible to theft, is also considered a fixed asset. Examples would include laptops, chromebooks, microscopes, and cameras.

To denote an item as a fixed asset, follow these steps:

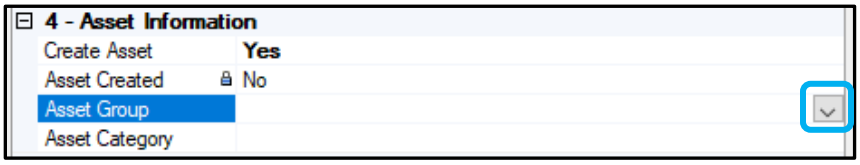
Click the drop-down arrow to the right of "Create Asset".



Double-click on "Yes".

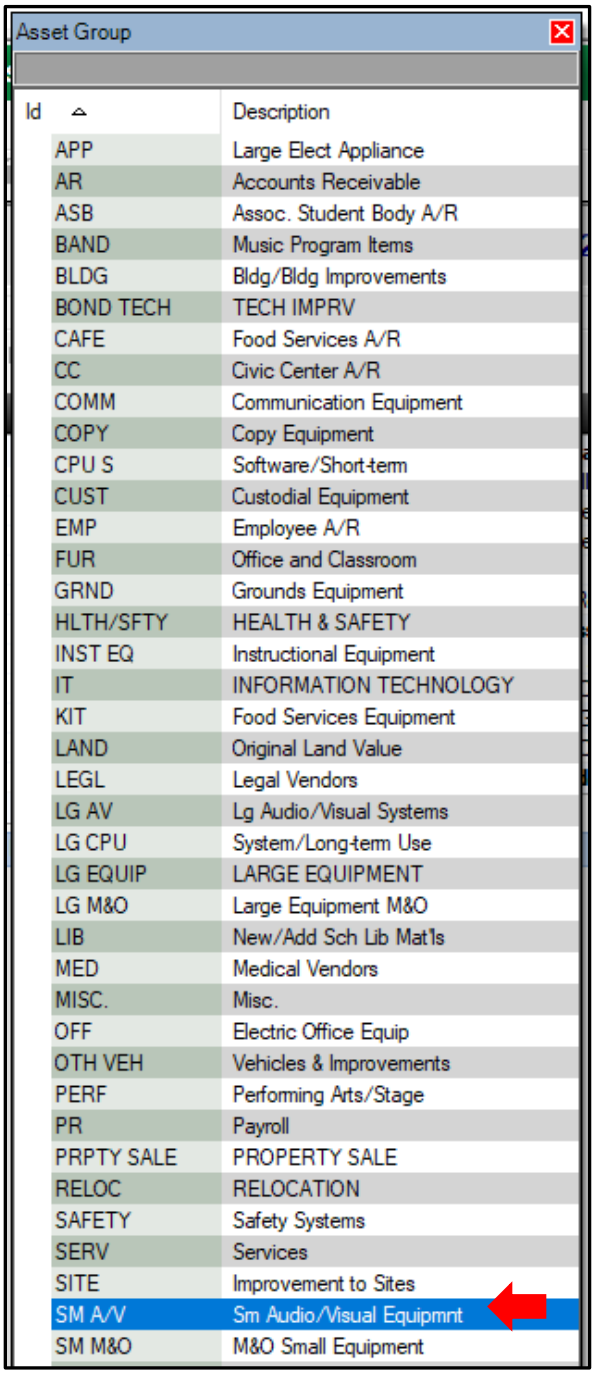


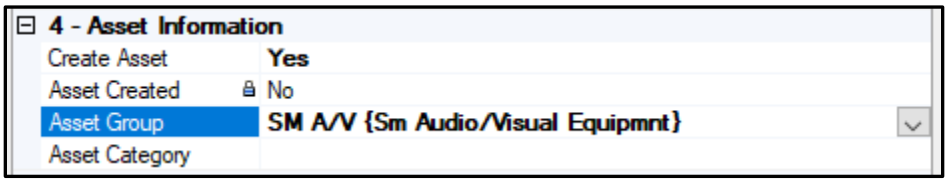
Click the drop-down arrow to the right of "Asset Group".



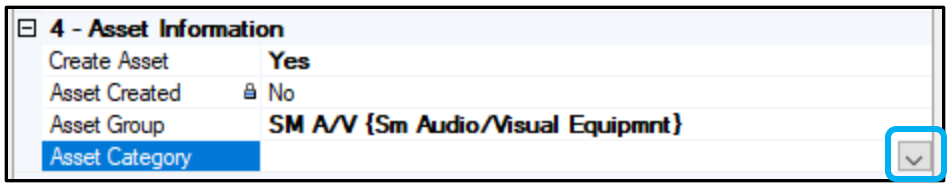
Double-Click the asset group associated with the equipment.

In this case, because the equipment is a camera, the correct asset group is “Small Audio/Visual Equipment”.

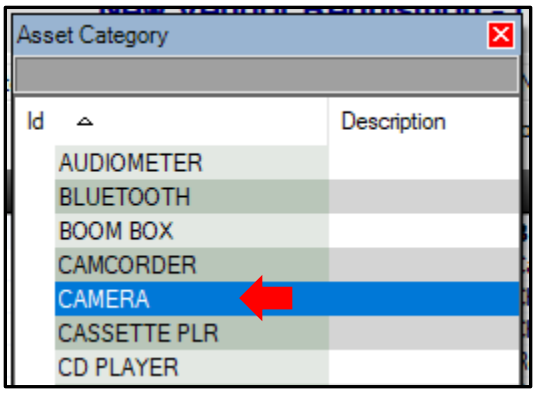




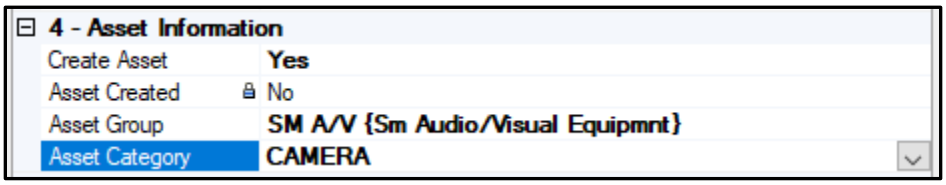
Click the drop-down arrow to the right of "Asset Category".



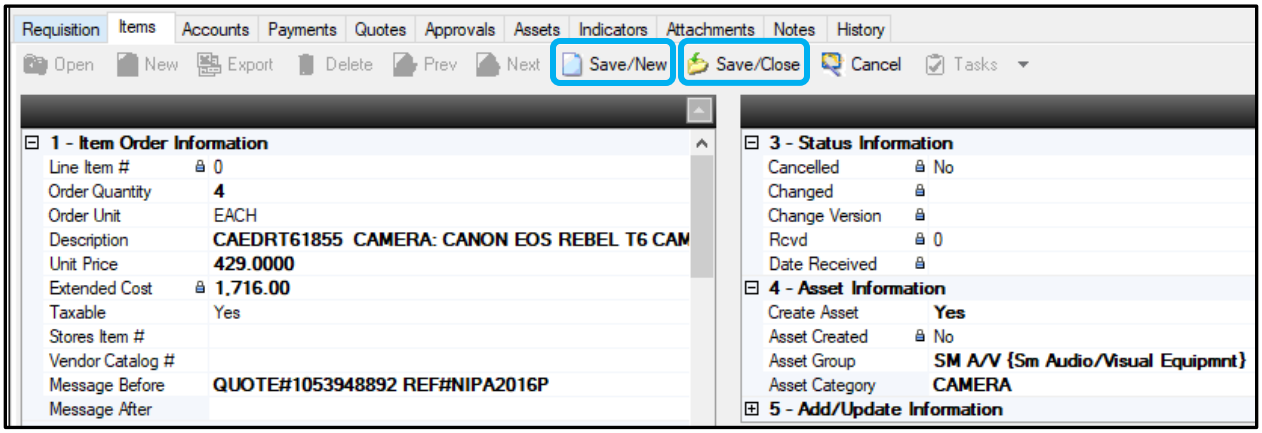
Double-Click the asset category associated with the equipment.



Completed Item:

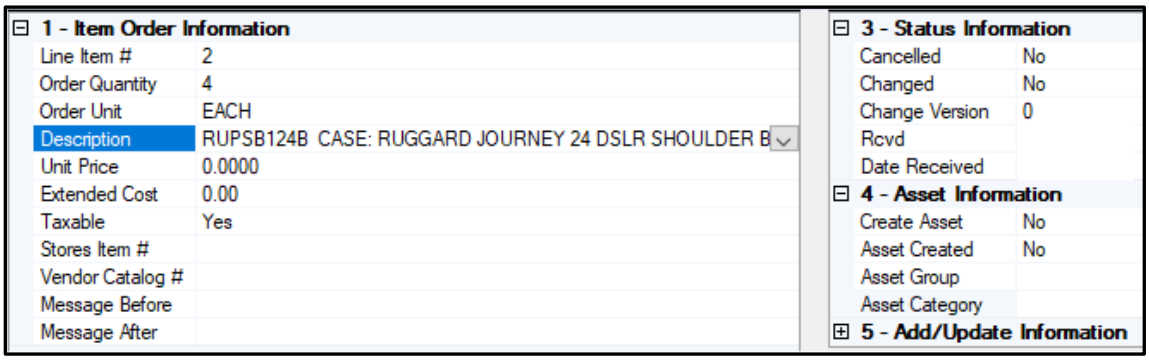


If this is the last item, click "Save/Close", otherwise click "Save/New".

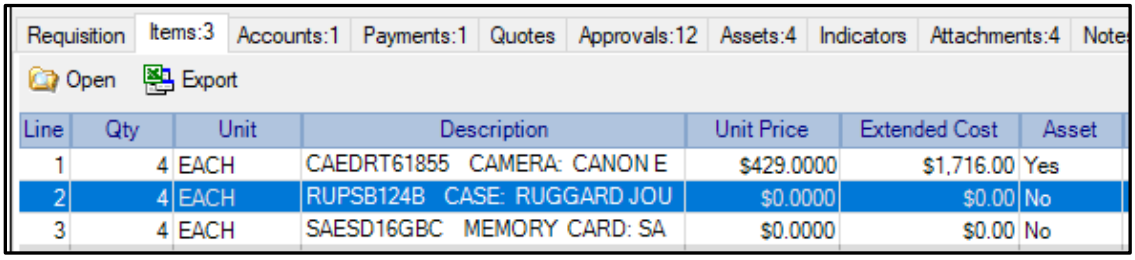


Repeat the item entry steps above for any remaining items to be ordered.

In our example, the cameras purchased on line 1 are promotionally priced and include a free carry case and memory card. Added promotional items should be listed separately, each with a zero-dollar amount. This is necessary for receiving purposes.



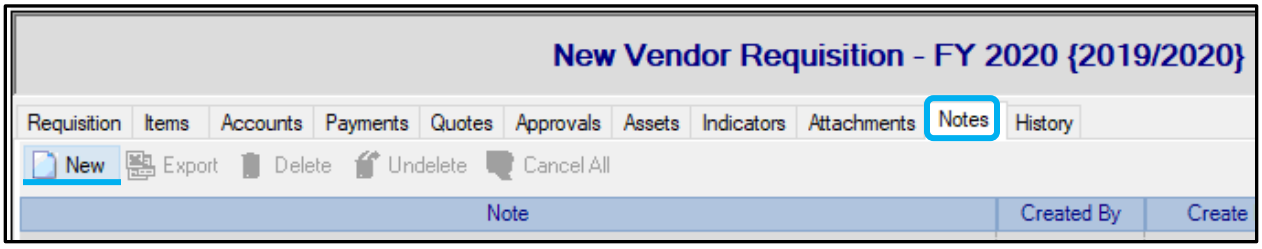
Resulting item list.



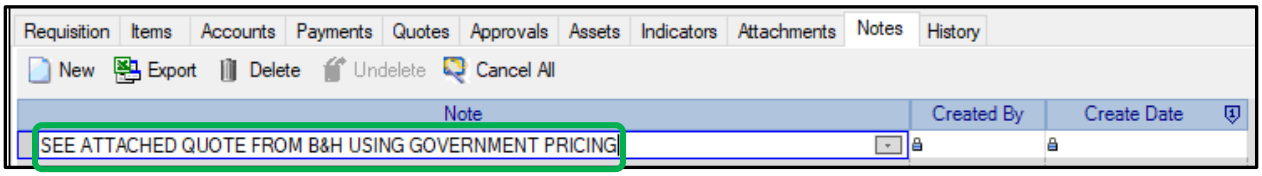
TAB 10: "Notes"

Information pertinent to your requisition can be shared with other District staff via "Notes".

Click the "Notes" tab, then click "New".



Enter your note.



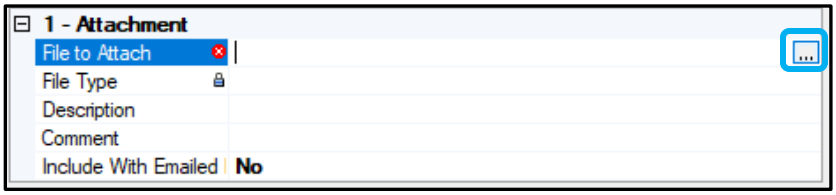
TAB 9: "Attachments"

All documents associated with your requisition should be digitally attached.

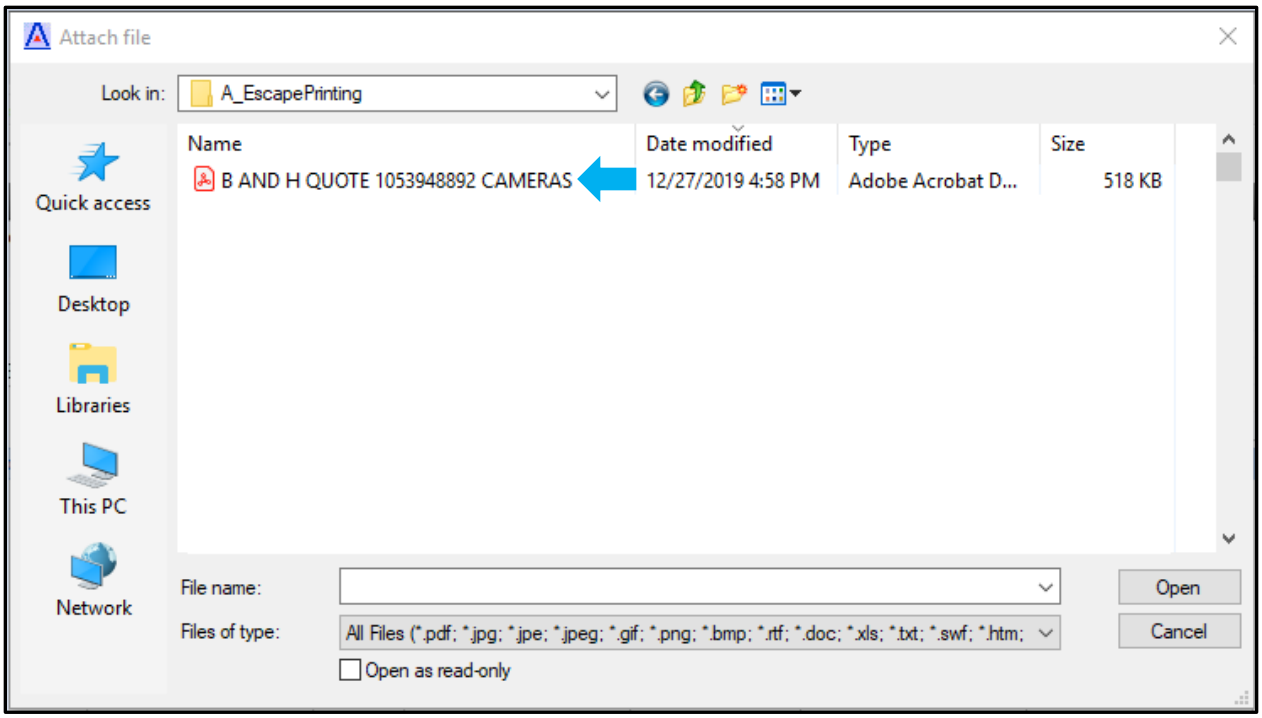
Click the "Attachments" tab, then click "New".



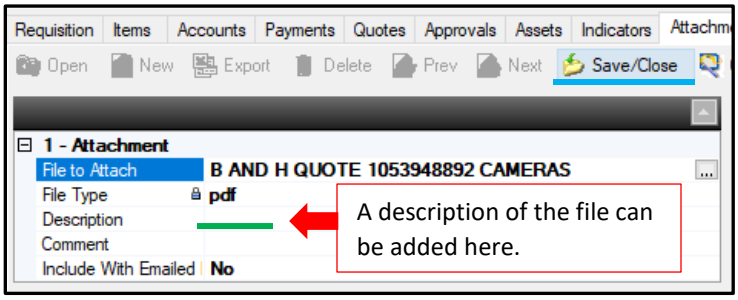
Click the "…" box to the right of "File to Attach".



Navigate to, then double-click on the file you wish to attach.



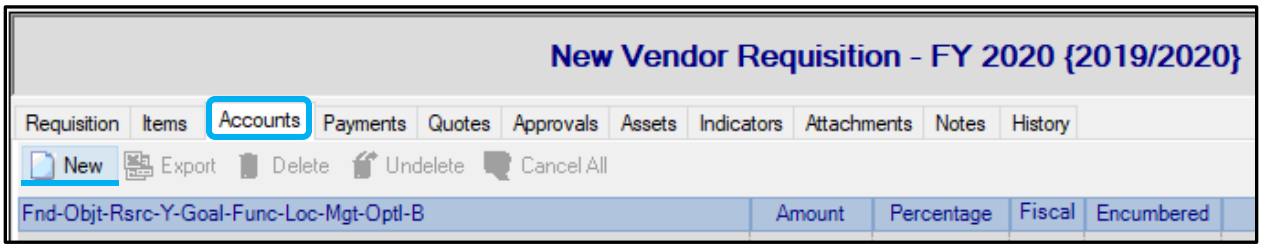
Enter a Description if necessary, then click “Save/Close”.



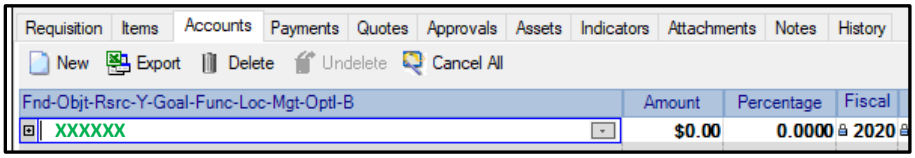
Repeat the above process for each remaining document you need to attach.

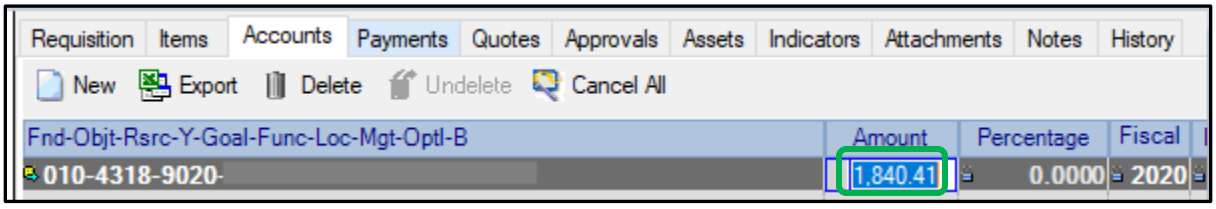
TAB 3: “Accounts”

Click the “Accounts” tab, then click “New”.



Enter the Account Alias, also referred to as the short-cut code.

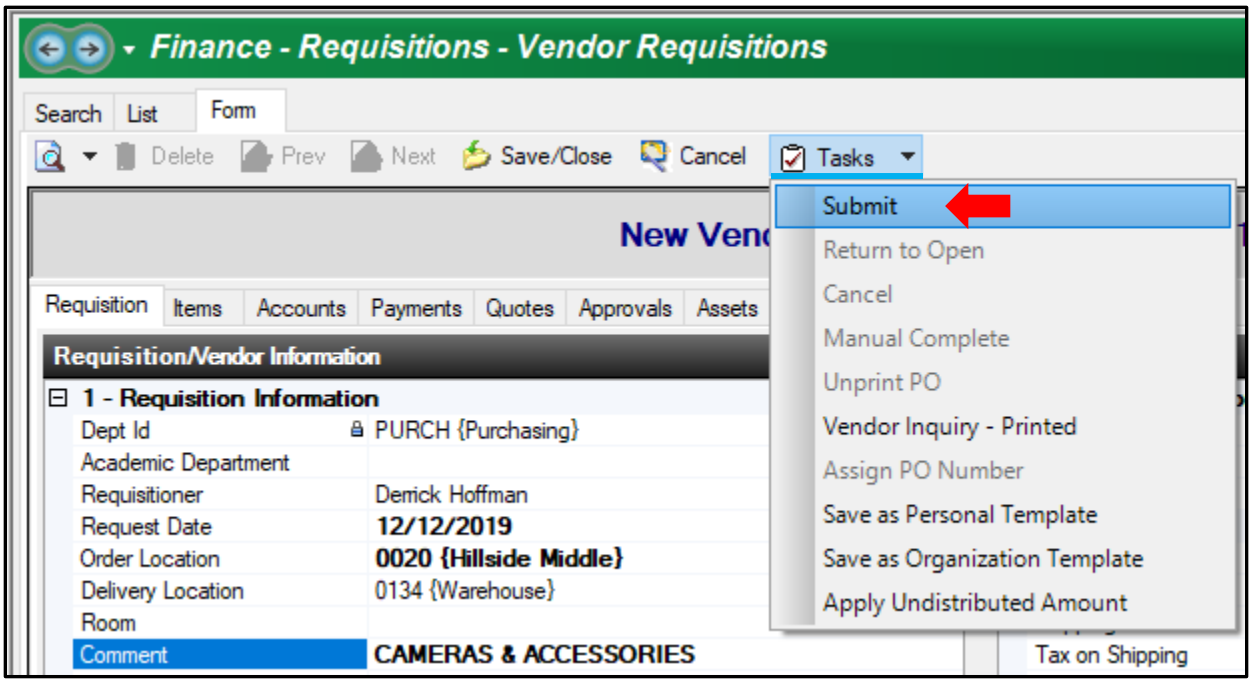




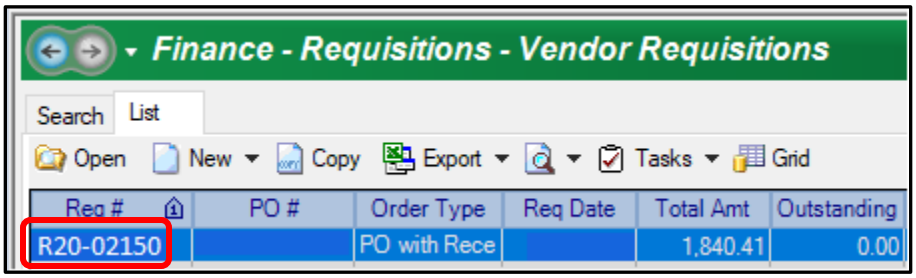
Amounts may be modified if needed and additional accounts may be added by repeating the process above.

Now that you've entered everything needed, it's time to submit your requisition!

Click "Tasks", then "Submit".



Escape will assign your requisition a number. Going forward, the requisition number is used to recall the requisition, allowing you to track the progress of your order.



PURCHASING FOR CALIFORNIA SCHOOL DISTRICTS

Some Quick Guidance

- **Bid Threshold** - As of January 1, 2023, the bid threshold for California School Districts is **$109,300**. Any purchase in excess of the bid threshold should be discussed beforehand with the Director of Purchasing. This applies to equipment, materials, supplies, services (except construction), and repairs. Exceptions to this include:
    1. Public Projects (construction) – Our District is subject to the CUPCCAA alternate bidding procedures and the associated bid thresholds.
    2. Purchases made in support of the District's Child Nutrition program are subject to the federal procurement regulations and should be discussed beforehand with the Director of Purchasing.
    3. **Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals are all EXEMPT from bidding.**
    4. **Professional services or advice, including insurance services, is exempt from bidding.**
    5. Bidding is not required if there is a valid State, Cooperative Purchasing Group, or Piggybackable contract available.

- **The need for Competitive Quotes** - In the absence of bidding, we still have an obligation to maximize the value of taxpayer funds. With this in mind, our District requires quotes based upon the following, applicable to non-exempt equipment, materials, and supplies:
    - One Quote - Purchases up to $999.99
    - Two Quotes - Purchases from $1,000 to $4,999.99
    - Three Quotes – Purchases of $5,000 or more

  Multiple quotes are not required if there is a valid State, Cooperative Purchasing Group, or Piggybackable contract available. Many of our vendors have contract pricing available. Please contact the Purchasing Department for assistance.