## 2021/2022 REQUISITION APPROVAL PROCESS

## **Human Resources Development Educational Services Business Services Operations** Curriculum Area Administrators Attendance Accounting Custodial Assessments **Educator Support** Auditor Grounds **Teacher Recruitment** CTE BIS Risk Management Music **Facilities** Budgeting PΕ Maintenance Preschool Anne R Mitchell **Finance Elbow Creek** Denton **STEM Nutritional Services Payroll** Four Creeks Goshen Conver VLC Transportation **Purchasing** Golden Oak Green Acres Cottonwood Creek **Equity & Student Print Shop** Golden West Houston Crestwood **Services Health Services Tech Services** Ivanhoe Hurley Crowley **SEW** Mineral King Manual F Hernandez Divisadero Family & Community Pinkham Oak Grove El Diamante Services Redwood Highland Sequoia After School Program Valley Oak Ridgeview **Special Education** La Joya Jose Llamas VCIS Riverway Linwood **VTEC** Shannon Ranch Mt. Whitney **Axel Kondoh Gerry Lemus** Andre Pecina Adult Education Willow Glen Mountain View Creekside **Royal Oaks** Joe Haley **Brandon Gridiron** Jessica Villarreal **Charter Home** Veva Blunt Global Learning Washington Regina Ocampo Jim Sullivan Kyla Johnson Vickie Wingfield Alma Navarro Chuck Boone Mark Thompson Carrie Stephens Roberto Vaca **Family & Community Services** Jim Sullivan, Mrg 435 **Funding Approvals-**Title I & LCAP Return to Approval of Carrie Kears, Mrg 440 Special Yes No site Approved<sup>2</sup> Funding? appropriate **College & Career Readiness** use of funds: Vicki Leoni, Mrg 425 No **After School Program** Yes Frank Escobar, Mrg 530 Cabinet



**Dedi Somavia** 

**Nathan Hernandez** 

**Erik Kehrer** 

**Doug Cardoza** 

Return to site No Yes Approved?

Purchasing Approvals- To ensure within bid limits, capture contract pricing and following purchasing board policy. Purchasing Department then generates a Purchase Order and places order.

Be sure to verify funds are available and are in the appropriate account line **BEFORE** you create your requisition. If you are unsure or need help please contact the Budgeting Dept.

