



2023-2024 PURCHASING PROCEDURE REMINDERS

***FIELD TRIPS** - - When requesting a purchase order for field trip related expenses, please be sure to attach a copy of your PRE-APPROVED (signed) field trip request form to the requisition. If you need a vendor check before the field trip date, process your requisition at least 2 weeks prior to the payment due date.

***PERSONAL SERVICE CONTRACTS** - When you are requesting services for your site or department (i.e. assemblies, presenters, DJs, security, referees or umpires, etc.) be sure to provide a completed and signed **FCUSD Personal Service Contract** with your requisition. If the services requested require the vendor to be on your site, Proof of Insurance is required and must be submitted with your requisition. Requisitions will be returned until the form(s) are received. The Personal Service Contract form can be found on the purchasing website at FCUSD.org/Purchasing. For District insurance requirements, contact Sheryl Sharp, Risk Management Specialist.

***CONTRACTS** - Before you enter into a contract or lease on the District's behalf, all contracts and agreements must be: 1.) Signed by the Site Administrator 2.) Sean Martin, Assistant Superintendent of Business Services (send original through district mail (ESC/Business Services) or scan/email to semartin@fcusd.org & lvenzon@fcusd.org 3.) Attach fully-executed copy with your requisition if a purchase order is required.

***SUPPLIES AND/OR EQUIPMENT OVER \$1,000** - When you are purchasing supplies or equipment between \$1,000 and \$5,000 two quotes are required. For purchases between \$5,001 and \$60,000 three quotes are required, which can be obtained online and does not have to be on a specific district form. For purchases between \$60,001 and \$99,100 three formal quotes are required and must be prepared on an FCUSD quote form found on purchasing website under forms and documents. We encourage you to use our preferred vendors, from which we have already obtained contract pricing. Forms can be found at fcusd.org/Purchasing.

***PAYMENT INFO** - At the time you are submitting your requisition, please be sure to include any "special handling" (payment due date/deposit needed) in the body of your requisition below your last line item. Attach all necessary backup and/or invoices for payment to be processed. Purchasing runs last weekly PO batch on Friday afternoons to support Accounts Payable's Monday check run. Any rushes needed after this time frame must email the Purchasing Department at Purchasing@fcusd.org for processing approval.

***TRAVEL** - When submitting purchase requisitions for travel expenses (i.e. registration fees, hotels) you must attach, to each requisition, a PRE-APPROVED (signed) FCUSD conference approval form, conference registration form, and/or hotel reservation details. Travel requisitions need to be submitted at least 2 weeks prior to the date of travel.

***BACK-UP PAPERWORK** - All backup paperwork must include your **site requisition number** and be attached to the requisition in QSS. No signature stamps are allowed on Fiscal Documents.