

LOMPOC UNIFIED SCHOOL DISTRICT  
BUSINESS SERVICES DIVISION  
**PURCHASING DEPARTMENT**  
**Purchasing Instructions**

Rev 8-20-2024



## PURCHASING GUIDELINES

This document is provided by the LUSD Purchasing Department and is intended to be used by LUSD personnel authorized to approve and or enter requisitions into the Escape System.

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## 2024-2025 PURCHASING DEADLINE to SUBMIT REQUISITIONS

**03/21/2025** - Deadline to submit requisitions for tangible items and increase BPOs.

**05/02/2025** - Deadline to use non-local BPOs

**05/30/2025** - Deadline to use local BPOs

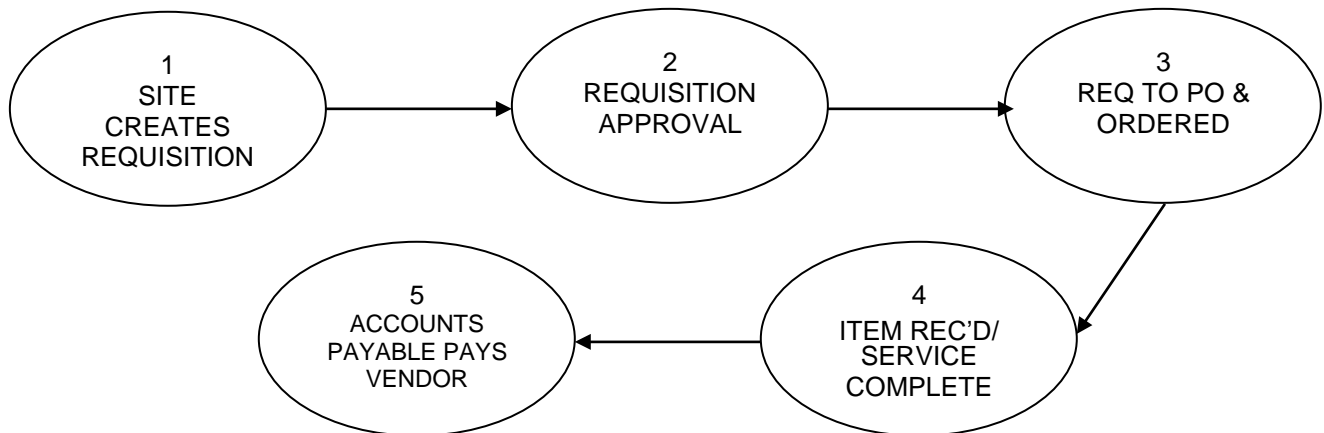
**DISTRICT OFFICE DEPARTMENTS:** Contact Purchasing for BPO deadlines

**\*\*URGENT MATTERS, UNFORESEEN SITUATIONS & GRADUATION EXPENSES are allowable. Please contact purchasing department when you need assistance with them\*\***

### PURCHASING STAFF

- Purchasing Services is responsible for the District’s Purchasing, Public Works, Print Shop, Stores/Warehouse & Mail Room activities.
- Purchasing Services is located at the Education Center complex on A Street.
- Our hours of operation are 7:30 am to 4:30 pm.
- We are located at 1301 North A Street.
- Our main line is x3290.
- Our fax is (805) 737-1708.
- Our office consists of:
  - x3256 – Nilufer Jorgenson, Manager of Purchasing Services
  - x3261 – Debbie Ward, Buyer
  - x3257 – Rebekah Razo, Buyer

### PURCHASING CYCLE



## REQUISITIONS

- ESCAPE is the system used to process requisitions.
- Requisitions are used to request goods & services.
- There are 2 types of requisitions:
  - Stores Requisition – Used for pre-purchased items stored & issued from the Warehouse.
    - Many Warehouse items are available from vendors who deliver directly to the site & offer next day delivery and/or weekly delivery at no cost.
  - Vendor Requisitions – Used to purchase goods & services from vendors.
    - There are four (4) types of Vendor Requisitions.
- **PO With Receiving**
  - Used to purchase tangible items that require receiving.
  - School supplies, office supplies, furniture, computers, carpet, etc.
- **PO Without Receiving**
  - Used to purchase non-tangible items that do not require receiving.
  - Services, contracts, hotels, conference registrations, professional development, licenses, subscriptions, magazine subscriptions, repairs, Prepays, Not To Exceed, Airfare, fieldtrips, assembles, reimbursements, etc.
- **Blanket POs**
  - Used to purchase items from the same vendor over multiple dates.
  - Can be for a specific amount or an amount not to exceed.
  - Office Depot, Home Depot, Amazon, Iron Mountain, Aramark, etc.
  - **Cannot be used for Title I purchases**
- **DIRECT PAY – DO NOT USE**

## TEMPLATES

- Standard quotes are available for several items & are set up as Templates in Escape. You may request a new quote as not all quotes are up-to-date.
- Standard quotes may be used until the vendor notifies us of price changes.
- Standard quotes for technology items are screened & approved by ITS.
- There are three (3) type of Templates.
  - STANDARD QUOTE TEMPLATES
- All key info from Standard Quotes have been preloaded into the Template for you.
- You complete/update a few fields, add your budget code, and change the quantities if applicable & submit.
- These Templates will be updated & attached as we are notified.
- Examples are computer/AV equipment acquired against government contracts and/or group quotes.
- Supplies for quotes with no expiration date.
  - PREFERRED VENDOR TEMPLATES
- Key vendor data has been preloaded into Preferred Vendor templates such as contract numbers, vendor rep into, etc.
- Instructions for requesting quotes or providing an online shopping cart are provided in the template.
- Examples are Art, Health, General, Custodial & Technology supplies & equipment.
  - HIGH VISIBILITY TEMPLATES
- Templates for some of the most difficult/high visibility requisitions have been created to ensure all info is documented properly.
- Information format is provided as a guide along with instructions.
- Examples are Contracts, Staff Conference & Student Field Trips, complicated travel, multiple date conferences, etc.

## IMPORTANT THINGS TO REMEMBER

**Allow up to 10 business days for a requisition to be approved and turned into a PO.**

- **A purchase order must be in place prior to ordering goods and services.**
- There can be NO BLANKET POs using **Title I** funds.
- Purchasing cannot place orders without a completed & Escape approved requisition.
  - Enter the **Board/Cabinet approval date** (if applicable) on the Requisition tab in the Status Comment field and in the Message Before Section in the Items Tab.
  - Attach a copy of the board minutes showing date.
  - Attach a fully executed contract/proposal and exhibits to the requisition.
- Travel outside of California requires Board approval prior to PO.
  - Enter the Board approval date on the Requisition tab in the Status Comment field.
  - Include a copy of the board minutes in the Travel Documents.
- Anything that alters or repairs a structure is considered a Public Works project (6000-series object code).
  - Public Works projects have a different requisition process & are handled directly by the Purchasing Services Manager.
  - Contact Nilufer Jorgenson at x3256 or [jorgenson.nilufer@lUSD.org](mailto:jorgenson.nilufer@lUSD.org) for instructions.
- Email Purchasing for all inquiries regarding requisitions and purchase orders.
  - Provide Requisition # or PO# in the Subject line.
- Book orders more than twenty (20) line-items must be delivered to the school site.
- No 3<sup>rd</sup> party vendors allowed with Amazon orders...must be "**Sold by**" or "**Fulfilled by**" Amazon.
- **Limit online orders like Amazon, Office Depot, Home Depot, Grainger, Uline, Veritiv, etc. in the requisitions to twenty (20) line-items.**
- All Amazon questions or concerns related to orders/returns are the responsibility of the originator (person who submitted the order) and must contact Amazon Customer Services at (866) 486-2360.
- Amazon account admins must update the users on Amazon account as staff changes.
- **Amazon resources:**
  - See [here](#) for the LUSD **Registration Guide**.
  - See [here](#) for the **Administrators Guides & User Guides**.
  - See [here](#) for the **Amazon Business Informational and Training Session**.

- See [here](#) for the **Approval Training Video**.
- See [here](#) for **how to assign an approver delegate**. It is important that approvers do this prior to leaving for vacation.

## **INSTRUCTIONS TO PURCHASE SUPPLIES, EQUIPMENT, AND NON-CONSTRUCTION SERVICES (CABINET APPROVALS)**

1. All purchases and non-construction services below the annual bid threshold (\$114,500 for 2024) does not require a Board agenda item submitted unless directed by the program Assistant Superintendent or Superintendent. UP TO bid threshold of \$114,500: Informal bidding (2-3 quotes) and **Cabinet approval**, with Board ratification every 60-days.
  - All purchases and non-construction services between \$5,000 and the annual bid threshold (\$114,500 for 2024) must be submitted to purchasing department for Cabinet approval with the information below.
    - Vendor Name
    - Brief Item Info
    - Order Location
    - Resource Code
    - Resource Description
    - Amount
2. All purchases and services above the bid threshold will be subject to the bidding process. Please contact Purchasing Manager for inquiries regarding the bidding process.
3. All purchases and services for Federal Programs must follow the state bid threshold and most restricted guidelines.
4. **Contracts must have vendor's signature prior to requesting signature from the Assistant Superintendent of Business Services. Once the contract is fully executed it must be attached to the requisition and PURCHASING will email it to the vendor along with the PO.**

## **AGREEMENTS FOR CONSTRUCTION SERVICES**

1. For construction and public works, follow CUPCCAA (California Uniform Public Construction Cost Accounting Act) guidelines. All agreements for public projects and construction services up to \$60,000 **require Cabinet approval** unless directed by the Superintendent or Assistant



Superintendent of Business Services: Superintendent or Assistant Superintendent's approval, with Board ratification every 60-days.

2. Projects \$60,000 and up to \$200,000 require informal bids and Board approval.
3. Projects MORE than \$200,000 require formal bidding process and Board approval.
4. **For construction procurement using federal funds:** if the project is between \$50,000 and \$60,000, the District will need to obtain three quotes and select the lowest. Over \$60,000, and the District will need to informally or formally bid, depending on the amount. The contract will need to go to the Board for approval or ratification.
5. **For CMAS and Omnia procurements:** these contracts are exceptions to bidding under California law, but they are not exceptions under federal law. The District will need to comply with the \$50,000 micro-purchase threshold under federal law wherever that applies, **even if you are using a CMAS or Omnia contract.**
6. **Contracts must have vendor's signature prior to requesting signature from the Assistant Superintendent of Business Services. Once the contract is fully executed it must be attached to the requisition and PURCHASING will email it to the vendor along with the PO.**

## FLOWCHART OF CONTRACT PROCEDURE



## QUICK REFERENCE SHEET ON CUPCCAA

### QUICK REFERENCE SHEET ON CUPCCAA

(Only for Public Works & Maintenance\* – Not for Equipment or non-construction type services.)

LESS THAN \$60,000	\$60,000 - \$200,000	MORE THAN \$200,000
<ul style="list-style-type: none"> <li>· Get informal quotes. The number of quotes depends on the job and how many viable vendors there are on the list.</li> <li>· Over \$25,000 needs to have performance bonds submitted.</li> <li>· A Field Contract and insurance are needed.</li> <li>· DSA approvals are still needed on all projects that in the past required DSA approval.</li> <li>· Bid bond is not needed</li> </ul>	<ul style="list-style-type: none"> <li>· No ads are required.</li> <li>· FAX or email all notices to contractors in the list and/or send ad to trade journals at least 10 calendar days before the opening. Print fax log or email as proof.</li> <li>· If you deem a contractor on the list is not qualified, you must still send them a notice, there is no pre-qualification process.</li> <li>· After you send the notices, bid conference can be done next day. Have a specific date for questions deadline.</li> <li>· All Bonds are needed.</li> <li>· Use standard boiler plate for informal bids.</li> <li>· The District must award to the lowest responsible bidder meeting specifications. If the bids received are more than \$200,000, the Board can authorize by adopting a resolution by a 4/5 vote.</li> <li>· DSA approvals are still needed on all projects that in the past required DSA approval.</li> <li>· Needs board approval.</li> <li>· Must file NOC (Notice of Completion)</li> <li>· Change orders cannot exceed 10%.</li> </ul>	<ul style="list-style-type: none"> <li>· Do formal bids.</li> <li>· Advertise once a week for 2 weeks. Have a minimum of 14 days prior to opening.</li> <li>· The notice to bidders must also be mailed to the specified trade journals, at least 30 calendar days before the bid opening date.</li> <li>· Bonds are needed.</li> <li>· DSA approvals are still needed on all projects that in the past required DSA approval.</li> <li>· Must file NOC.</li> </ul>

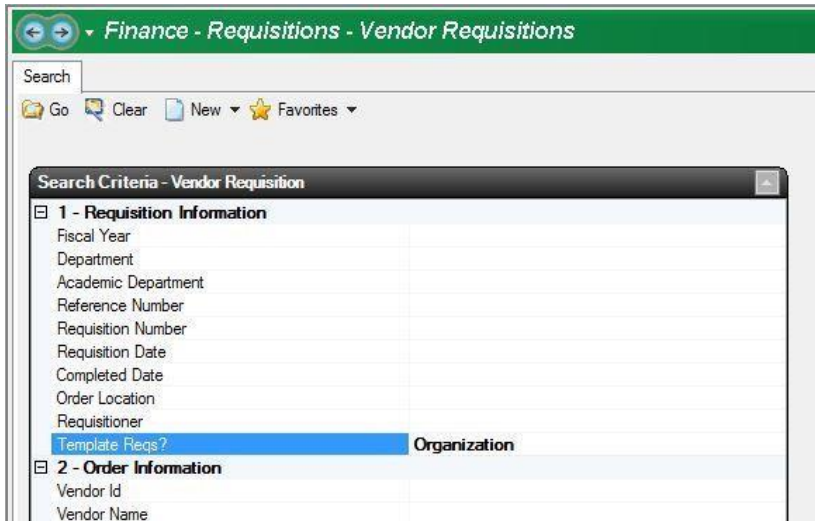
- Purchasing needs to send a notice for local publication inviting licensed contractors to submit their names to the district for the following year or per project basis.
- Purchasing needs to create a new list of contractors on January 1 each year including all contractors who have properly provided the required info AND it is recommended to include all who have submitted bids in the prior year.
- Add contractors during the year as requested or on a per project basis.
- This list must be used for ALL notices. Always ask for updated list from Purchasing.
- If two (2) equal bids are received, then the District may accept whichever bid it chooses.
- Any public project exceeding \$1,000 will require payment of prevailing wage unless a labor compliance program is in effect.

\*For example, a district-wide project to service and repair (not replace) chiller systems could be considered maintenance, if done on a recurring basis.

## HOW TO CREATE A REQUISITION USING TEMPLATES

### 1. Access the list of LUSD Organizational Templates

- Log on to Escape
- Go to Finance/Requisitions/Vendor Requisitions
- Select ORGANIZATION from the drop-down menu & click GO.
- Click on the top of the COMMENT column to sort the templates by description.



### 2. Scan the COMMENT column, click the line you want to use & click COPY.

- Proceed as usual entering/changing appropriate fields.
- Save & Close when you are finished.

Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id	Vendor
TMPL-00034		PO with Rece	11/6/2018	0.00	0.00	Nilufer Jorgenson	PRCH	HEADPHONES		Organization T	No	005004	ACP DIRECT
TMPL-00085		PO with Rece	11/22/2021	0.00	0.00	Nilufer Jorgenson	PRCH	INSTRUCTIONAL SUPPLIES		Organization T	No	001916	ALBERTSONS CO
TMPL-00048		PO w/o Recei	1/9/2019	0.00	0.00	Nilufer Jorgenson	PRCH	OUTSIDE REPAIRS/SCHOOL		Organization T	No	001688	ALTERNATIVE BU
TMPL-00019		PO w/o Recei	10/15/2018	0.00	0.00	Nilufer Jorgenson	PRCH	APPLE VPP		Organization T	No	000746	APPLE COMPUTE
TMPL-00029		PO with Rece	10/24/2018	0.00	0.00	Nilufer Jorgenson	PRCH	COMPUTER PARTS		Organization T	No	000850	ASSETGENIE INC
TMPL-00067		PO with Rece	4/25/2019	0.00	0.00	Nilufer Jorgenson	PRCH	BOOKS		Organization T	No	003695	BARNES & NOBLE
TMPL-00071		PO with Rece	2/8/2021	297.91	297.91	Angelica Hernand	PRCH	RADIO TWO-WAY		Organization T	No	001772	BEAR COMMUNIC
TMPL-00081		PO with Rece	5/21/2021	131.80	131.80	Nilufer Jorgenson	PRCH	TWO-WAY RADIO REPLACEM		Organization T	No	001772	BEAR COMMUNIC
TMPL-00082		PO with Rece	5/22/2021	412.91	412.91	Nilufer Jorgenson	PRCH	KENWOOD TWO-WAY RADIO		Organization T	No	001772	BEAR COMMUNIC
TMPL-00066		PO with Rece	4/25/2019	0.00	0.00	Nilufer Jorgenson	PRCH	SHIRTS		Organization T	No	001372	BLANK SHIRTS IN
TMPL-00026		PO with Rece	10/16/2018	0.00	0.00	Nilufer Jorgenson	PRCH	ART SUPPLIES		Organization T	No	004238	BLICK ART MATER
TMPL-00063		PO with Rece	3/22/2019	0.00	0.00	Nilufer Jorgenson	PRCH	BOOKS		Organization T	No	000210	BOUND TO STAY
TMPL-00090		PO with Rece	6/30/2022	63.08	63.08	JOHN METZGER	PRCH	NAME PLATES		Organization T	No	008445	BOX SHOP
TMPL-00031		PO with Rece	11/6/2018	357.17	357.17	Nilufer Jorgenson	PRCH	CHROMEBOOKS 300E		Organization T	No	001471	CDW GOVERNME
TMPL-00033		PO with Rece	11/6/2018	958.98	958.98	Nilufer Jorgenson	PRCH	CHARGING CARTS		Organization T	No	001471	CDW GOVERNME
TMPL-00028		PO with Rece	11/6/2018	189.85	189.85	Nilufer Jorgenson	PRCH	BOOKS		Organization T	No	001471	CDW GOVERNME

## HOW TO ENTER A VENDOR REQUISITION

### 1. Gather info:

- Vendor #
- Items to order.
- Account #
- Attachments scanned into PDF format.
- Log on to Escape
- Go to Finance/Requisitions/Vendor Requisitions
- New/Select Account Department 2024-2025
- Requisition Tab
- Order Location – Your school site
- Delivery Location – Warehouse or site
  - WHSE – Warehouse for items received at the Warehouse (type in WHSE if not avail in the drop-down) OR
  - School Location – Blanket purchase orders, Amazon orders or non-receivable items such as Travel, Software, Services, etc.
- Room – Room # or last name of person who requested the item(s)
- Comment – Use Chart of Accounts to determine comment, also used to note Rush or Prepay.
- Order Type
  - PO w/Rec – Items that require receiving or verification of completion.
  - PO w/o Rec – Items that do not require receiving or when vendor needs prepayment.
  - Blanket POs – See Page 21.
  - Direct Pay – **Do not use** without Purchasing or Accounting permission
- Vendor ID
- Shipping Amount (Change to Yes if there is tax for shipping and handling)
- Status Comment - Board Date (if applicable)

### 2. Items Tab/New

- New
- Order Qty
- Order Unit
- Description – Part Number 1<sup>st</sup>, space, Description Next
- Unit Price
- Taxable

- Message Before – Item #1 Only
    - Places message/info at the top of the requisition/purchase order Note to Purchasing - email address of vendor rep, date and number of quote/invoice/order and any important request or info.
    - The quote invoice or estimate information
    - Place Board Approval Date (if Applicable)
  - Message After – (For the last line-item) Use it for messages for a department for directions. - **ATTN WAREHOUSE/PURCHASING/ACCOUNTING**
  - Save & New to enter another item or Save & Close if you have no more items to order.
3. Accounts Tab/New
    - Type in the Account #
    - Click new to add another Account #
  4. Attachments Tab/New
    - File to Attach.
    - Scan all your documents into 1 pdf file.
    - Make sure your document is not open when attaching to Escape.
    - If you receive an error, please start over.... Escape will let you proceed, but the attachment will not open.
    - Description – Quote, Contract, Travel Doc, etc.
    - Save & Close.
    - Click New to add another Attachment.
  5. Click Task/Submit
  6. Click Magnifier to Print a Snapshot of your Requisition if required.

## TRAVEL REQUISITIONS

### GENERAL TRAVEL INFO & RESPONSIBILITIES

- This is a guide to assist employees who travel on behalf of LUSD.
- All travel must be pre-approved using LUSD travel forms:
  - Travel Form "Conference Request Travel Form" – D0103/ACCT10.02.03 ENG Revised 01/11/22
  - Trip Request – TR-6 Rev. 8/15
- Levels of pre-approval for travel are as follows:
  - Within County travel – Administrator (also District Director if Categorical Funds are used)
  - Out of County travel – Administrator & Assistant Superintendent
  - Out of State travel – Board approval, Site Administrator & Assistant Superintendent
  - Superintendent's approval for all Principals
  - The traveler(s) is responsible for organizing the travel:
    - Providing all required travel info such as ways to pay, deadline to pay, etc.
    - Registering online & forwarding confirmation to office
    - Completing manual registration & forwarding to office
    - Booking hotel using personal credit card to hold the reservation & forwarding complete confirmation to office. Confirmation must show:
      - Check in & Check out Dates.
      - Hotel Name, Address & Phone #
      - Reservation/Confirmation #
      - Total cost including parking, taxes & fees...manually calculated & noted on document.
  - Obtaining estimate for airfare:
    - Contact Vendor #000392 Your Travel Center at 805-880-2978 or [YTCCBC@YTC.COM](mailto:YTCCBC@YTC.COM) **(Vendor requires PO and Prepay check)**
    - Request estimate for travel
    - Book flight after receipt of PO
  - Book rental vehicle:
    - Contact Vendor #000379 Enterprise at 805-735-4147 OR [www.enterprise.com](http://www.enterprise.com)
    - Book a rental car.
    - Use Corporate Acct #DB30N33 & Billing #17013071
    - Forward confirmation to office

- The traveler is responsible for cancelling all travel if necessary & forwarding cancellation documents to office.
- **Site/Department is responsible for:**
  - Completing travel forms & obtaining Administrator signature
  - Collecting all registrations &/or confirmations
  - Creating preliminary travel package & attaching to Escape
  - Entering requisitions for travel
  - Forwarding cancellation documents to Purchasing
- **Purchasing is responsible for:**
  - Sending PO and manual registrations to event vendor
  - Sending pre-paycheck to hotel vendors
  - Completing credit card authorization if required
  - Forwarding PO to requisitioner for final booking of airfare & updating PO with final cost
  - Sending PO to rental car vendor

## TRAVEL PACKAGE

- Consists of the following documents in the following order:
  - Travel Form with all required signatures.
  - Trip Request Form.
  - Copy of Board minutes page approving Out of State travel (if applicable).
  - Conference/Training Flyer - showing date(s), location, price(s), methods of payment, instructions for payment, deadline to register, contact information, agenda etc.
  - Online registration confirmation OR completed registration form showing total cost including parking, taxes & fees.
  - Hotel registration showing total cost including parking, taxes & fees.
  - Airfare confirmation email from vendor estimating the total cost of airline tickets & fees (if applicable).
  - Rental Car Confirmation showing total cost (if applicable)
- Must be scanned/saved as one PDF document & attached to each requisition in the following order:
  - Travel Form – Signed by all required Admins
  - Trip Request
  - Conference Registration/Confirmation

- Flyer for Conference showing location, dates & instructions for registration.
- Hotel registration, flight itinerary, rental car confirmation, etc.

## INSTRUCTIONS FOR PROCESSING ESCAPE TRAVEL REQUISITIONS

1. Gather all documents for the Travel Package.
2. Scan the entire travel package with all required signatures and attach to the requisition.
  - If travel is being paid with categorical funds, forward packet to the necessary department at the District office based on the resource code. (i.e. Categorical funds would be Ed Svc. and so forth) The Admin Assistant will get the necessary Director and Assistant Superintendent or Superintendent signatures and scan packet back to the site.
3. Enter requisitions for each portion of the travel (see attached Travel Cheat Sheets)
4. "Submit" requisitions in Escape.
5. Please allow up to 4 weeks to get all required signatures and requisitions approved.

## TRAVEL REQUISITION EXAMPLES

### CONFERENCE REGISTRATION

- Travelers register themselves online & forward the email confirmations to requisitioner.
- The vendor requires a PO by registration deadline.
- Planning started late & the requisitioner needs to Rush/Expedite this order.
- If request is a RUSH, put RUSH\* in front of the comment and contact only purchasing to speed up the approval process.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	RUSH*SACS CONFERENCE/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO W/O RECEIVING
VENDOR ID	007442 (AP SEMINARS)
BOARD DATE	05-14-24
ACCT DIST OPT	MANUAL
<b>ITEMS TAB</b>	
ORD QTY	3
ORD UNIT	EA



# LUSD PURCHASING INSTRUCTIONS

DESCRIPTION	CONFERENCE REGISTRATION – SACS DENVER, CO 07-07-24 TO 07-10-24 SUSIE SMITH CONF #123 MARY MUNOZ CONF #456 WENDY WHITE CONF #789
UNIT PRICE	\$500.00
EXT COST	\$1500.00 (DEFAULTS)
TAXABLE	NO
<b>MESSAGE BEFORE</b>	DEADLINE TO REGISTER IS 07-01-24; EMAIL PO & REG TO ORDERS@ABC.COM
MESSAGE AFTER	LEAVE BLANK
ACCT #	LEAVE BLANK
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-5200-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	123ABC.PDF
DESCRIPTION	TRAV DOCS – TRAVEL DOC CONSISTS OF: TRAVEL FORM SIGNED BY ADMINISTRATOR (continued on next page) TRIP REQUEST SIGNED BY ADMINISTRATOR ENTIRE CONFERENCE FLYER SHOWING ALL INFO CONFERENCE, HOTEL, AIRFARE & RENTAL CAR CONFIRMATIONS SHOWING CONFIRMATION #S & PRICES.

## HOTEL REGISTRATION

- The staff (traveler) uses personal credit card to HOLD the room and a Prepay PO will be processed to pay for the room in advance if the hotel accepts checks.
- The vendor requires a check at least 2 weeks prior to arrival.
- Remember Requisitions take up to 10 business days to be approved therefore plan accordingly.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	PREPAY*SACS CONFERENCE/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO W/O RECEIVING
VENDOR ID	006947 (DENVER MARRIOTT)
BOARD DATE	05-14-24
ACCT DIST OPT	MANUAL

# LUSD PURCHASING INSTRUCTIONS

<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	HOTEL REGISTRATION FOR SACS CONFERENCE RESERVATION #123ABC & #456DEF DENVER MARRIOTT, DENVER, CO CHECK IN 07-06-24 CHECK OUT 07-10-24 2 ROOMS/2 QUEEN BEDS/4 NIGHTS GUESTS: SUSIE SMITH, MARY MUNOZ & WENDY WHITE
UNIT PRICE	\$1200.00 (MAKE SURE YOU ADD HOTEL TAX, PARKING, ETC.)
EXT COST	\$1200.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	VENDOR REQUIRES PREPAY WARRANT MAIL CHECK TO VENDOR BY 06-30-24
MESSAGE AFTER	
ACCT #	LEAVE BLANK
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-5200-XXX-XXXX-XXXX - \$600.00
AMOUNT	Enter appropriate amounts for each account code entered
<b>ATTACH TAB</b>	
FILE TO ATTACH	123ABC.PDF
DESCRIPTION	TRAV DOCS – USE THE SAME ATTACHMENT FOR HOTEL

## AIRFARE

- She used a **local travel agency** (YOUR TRAVEL CENTER – VENDOR ID 000392) to find flights.
- Susie departs from LAX; Mary & Wendy depart from SBX.
- This vendor accepts POs & needs the PO # to book the flight.
- Mary will turn in the itinerary to Purchasing so the PO can be revised & sent to the vendor.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	SACS CONFERENCE/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO W/O RECEIVING
VENDOR ID	000392 (YOUR TRAVEL CENTER)
BOARD DATE	05-14-24
ACCT DIST OPT	MANUAL

# LUSD PURCHASING INSTRUCTIONS

<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	AIRFARE FOR SACS CONFERENCE SUSIE SMITH ITINERARY # TO BE DETERMINED ROUND TRIP LAX TO DEN DEPART 07-06-24 RETURN 07-10-24  MARY MUNOZ ITINERARY # TBD WENDY WHITE ITINERARY # TBD ROUND TRIP SBX TO DEN DEPART 07-06-24 RETURN 07-10-24
UNIT PRICE	\$2400.00
EXT COST	\$2400.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	VENDOR REQUIRES PREPAY WARRANT & COPY OF PO EMAILED EMAIL PO TO: YTCCBC@YTC.COM NOT TO EXCEED \$2400.00
MESSAGE AFTER	LEAVE BLANK
ACCT #	LEAVE BLANK
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-5200-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	123ABC.PDF
DESCRIPTION	TRAV DOCS – USE THE SAME ATTACHMENT FOR AIRFARE

## RENTAL CAR

**\*\*\* Use Enterprise to rent a car and contact purchasing department for instructions \*\*\***

- Staff used Enterprise to find a rental car.
- Rental from Denver Airport & Wendy is the primary driver.
- This vendor accepts Purchase Orders.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	SACS CONFERENCE/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO W/O RECEIVING
VENDOR ID	000379 (ENTERPRISE)

BOARD DATE	05-14-24
ACCT DIST OPT	MANUAL
<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	RENTAL VEHICLE – CONFIRMATION #ABC123DEF456 DENVER AIRPORT, DENVER, CO PICK-UP DATE 07-06-24 RETURN DATE 07-10-24 DRIVERS – WENDY WHITE, SUSIE SMITH & MARY MUNOZ
UNIT PRICE	\$480.00
EXT COST	\$480.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	CORPORATE ACCOUNT #DB30N33; EMAIL PO & CONFIRMATION TO JULIE.A.LINDBERG@EHI.COM
MESSAGE AFTER	
ACCT #	LEAVE BLANK
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-5200-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	123ABC.PDF
DESCRIPTION	TRAV DOCS – USE THE SAME ATTACHMENT FOR RENTAL CAR

## OTHER REQUISITION EXAMPLES

### PREPAY WARRANT

- Is a request for an LUSD check to?
  - o Vendors who do not accept POs.
  - o Vendors who require prepayment of orders/service
  - o Vendors who require a deposit
- Invoice, order form or acknowledgement showing total cost of order must be uploaded to Attachment Tab.
- Warrants are requested by LUSD and issued by SBCEO.
- Completed requisitions approved & converted to PO by Friday will result in a warrant delivered to the Ed Center the following Thursday.
- Warrants will be mailed to vendor unless other instructions are given in the description.
- Warrants are available for pick-up in Purchasing by 1:00 pm.

# LUSD PURCHASING INSTRUCTIONS

<b>REQUISITION TAB</b>				
ORDER LOC	YOUR SITE LOC			
DELIVERY LOC	YOUR SITE LOC			
ROOM				
COMMENT	<b>PREPAY*</b> INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET			
ORDER TYPE	PO WITHOUT RECEIVING			
VENDOR ID	XX1234 ANY VENDOR			
BOARD DATE	IF APPLICABLE			
ACCT DIST OPT	MANUAL			
<b>ITEMS TAB</b>				
ITEM #	1	2	3	4
ORD QTY	1	1	1	1
ORD UNIT	EA	EA	EA	EA
DESCRIPTION	1234 Box	2345 Square	3456 Circle	4567 Triangle
UNIT PRICE	\$50.00	\$50.00	\$25.00	\$100.00
EXT COST	\$50.00	\$100.00	\$75.00	\$100.00
TAXABLE	YES	YES	YES	YES
MESSAGE BEFORE ITEM 1 ONLY	VENDOR REQUIRES PREPAY WARRANT OR VENDOR REQUIRES DEPOSIT \$____			
MESSAGE AFTER LAST ITEM ONLY	MAIL WARRANT & ORDER FORM TO VENDOR OR CONTACT SUSIE SMITH X1234 FOR PICK-UP <b>(If applicable)</b>			
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>				
ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX			
AMOUNT	DEFAULTS			
<b>ATTACH TAB</b>				
FILE TO ATTACH	QUOTE 12345 OR INVOICE 12345 OR ORDER FORM 12345			
DESCRIPTION	QUOTE OR INVOICE OR ORDER FORM			

## BLANKET PO

- Cannot be used for Title I purchases
- **If an item costing \$459.00 or more needs to be purchased, a regular PO must be issued.**
- Used to encumber & pay recurring supplies.
- Assigned employees order/shop using Blanket PO.
- Receiving through the Warehouse is not required.
- Receiving in Escape is not required.
- Forward copy of BPO & signed receipts/invoices directly to Accounting.

# LUSD PURCHASING INSTRUCTIONS

- To increase the Blanket PO, email your request to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org). No BPO increases will be accepted after the Purchasing Deadline. Please plan accordingly.
- The increase will be made, and the requisition will go back through the approval process.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	SMITH (PRIMARY PERSON USING THE BLANKET)
COMMENT	PAINTING SUPPLIES/SEE COMMENT CHEAT SHEET
ORDER TYPE	BLANKET PO
VENDOR ID	000851 (AIRGAS)
BOARD DATE	NA
ACCT DIST OPT	MANUAL
<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	<p>BLANKET PO FOR 2024-2025 SCHOOL YEAR EFFECTIVE 07-01-24 TO 06-30-25</p> <p><b>** EMPLOYEE MAY NOT PURCHASE ANY SINGLE ITEM PRICED OVER \$459.00 **</b></p> <p><b>This PO is NOT valid on the following items: Individual items costing \$459.00 or more, Equipment Service/Maintenance Contracts, Services or Repair Agreements, Gift Cards, Books, Magazines, Furniture, Copiers, Printers, Computers, Office Equipment, Laptops, Software, Computer Components, Electronics, iPads, Cameras, Camcorders, Cellular Phones, Food and Beverage Items, Alcohol, Candy, Handheld Radios, or Chemicals other than those used in cleaning supplies.</b></p> <p><b>LUSD INTERNAL USE ONLY: - SIGN AND FORWARD COPY OF BPO &amp; PACKING SLIP(S) DIRECTLY TO ACCOUNTING</b></p>
UNIT PRICE	\$459.00
EXT COST	\$459.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	LEAVE BLANK
MESSAGE AFTER	LEAVE BLANK
ACCT #	MANUAL
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	

FILE TO ATTACH	123ABC
DESCRIPTION	QUOTE/PRICE LIST/PREVIOUS INVOICE

## NOT-TO-EXCEED REQUISITION – HOME DEPOT

- Used for a ONE-TIME purchase at Lompoc Home Depot up to the amount of the PO.
- Receiving through the Warehouse is not required.
- Shop for your items, take cart and copy of your PO to **PRO Desk** & pay. The name of the person checking out at the PRO Desk must be listed on the PO. ID is required. Use the Purchasing phone number below.
  - Have Customer Service Contact Purchasing directly at 742-3290 if you experience problems checking out.
- Forward completed PO or Snapshot & receipt to Accounting.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO W/O RECEIVING
VENDOR ID	004142 (HOME DEPOT-LOMPOC STORE)
BOARD DATE	NA
ACCT DIST OPT	MANUAL
<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	NOT TO EXCEED – SUPPLIES FOR AWARDS PROGRAM  AUTHORIZED EMPLOYEES: <b>JOHN SMITH (PERSON DOING THE SHOPPING)</b>
UNIT PRICE	\$100.00
EXT COST	\$100.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	LEAVE BLANK
MESSAGE AFTER	LEAVE BLANK
ACCT #	MANUAL
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-4310-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	NA
DESCRIPTION	NA

# LUSD PURCHASING INSTRUCTIONS

## NOT-TO-EXCEED REQUISITION - ALBERTSONS

- Used for a ONE-TIME purchase at Lompoc ALBERTSONS up to the amount of the PO.
- Receiving through the Warehouse is not required.
- Shop for your items, take cart to checkout & tell the checker you are paying with PO.
- Forward completed PO or Snapshot & receipt(s) to Accounting.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO w/o RECEIVING
VENDOR ID	001916 (ALBERTSONS)
BOARD DATE	NA
ACCT DIST OPT	MANUAL
<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	<p>NOT TO EXCEED – SUPPLIES FOR MEETING</p> <p>LUSD INTERNAL USE ONLY:                      -DO NOT INCLUDE PERSONAL PURCHASES                      -THIS PO MAY BE USED 1 TIME ONLY                      -DO NOT SPEND MORE THAN THE AMOUNT ON THE PO                      -WRITE YOUR NAME, SCHOOL SITE &amp; PO # ON RECEIPT(S)                      -FORWARD RECEIPT TO SITE OFFICE IMMEDIATELY AFTER SHOPPING (Site Office forward to ACCOUNTING)</p>
UNIT PRICE	\$100.00
EXT COST	\$100.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	LEAVE BLANK
MESSAGE AFTER	LEAVE BLANK
ACCT #	MANUAL
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-4350-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	NA
DESCRIPTION	NA



# LUSD PURCHASING INSTRUCTIONS

## NOT-TO-EXCEED REQUISITION – ALL OTHER VENDORS

- Used for a ONE-TIME local purchase up to the amount of the PO.
- Receiving through the Warehouse is not required.
- Receiving in Escape is not required.
- Forward completed PO or Snapshot & receipt to Accounting.
- Please note that very few local vendors accept purchase orders.

<b>REQUISITION TAB</b>	
ORDER LOC	YOUR SITE LOC
DELIVERY LOC	YOUR SITE LOC
ROOM	
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET
ORDER TYPE	PO W/O RECEIVING
VENDOR ID	000123 (ANY VENDOR)
BOARD DATE	NA
ACCT DIST OPT	MANUAL
<b>ITEMS TAB</b>	
ORD QTY	1
ORD UNIT	LOT
DESCRIPTION	<p>NOT TO EXCEED – SUPPLIES FOR AWARDS PROGRAM</p> <p>LUSD INTERNAL USE ONLY:                      -DO NOT INCLUDE PERSONAL PURCHASES                      -THIS PO MAY BE USED 1 TIME ONLY                      -DO NOT SPEND MORE THAN THE AMOUNT ON THE PO                      -WRITE YOUR NAME, SCHOOL SITE &amp; PO # ON RECEIPT                      -FORWARD RECEIPT TO SITE OFFICE IMMEDIATELY AFTER SHOPPING (Site Office forward to ACCOUNTING)</p>
UNIT PRICE	\$100.00
EXT COST	\$100.00 (DEFAULTS)
TAXABLE	NO
MESSAGE BEFORE	LEAVE BLANK
MESSAGE AFTER	LEAVE BLANK
ACCT #	MANUAL
<b>ACCOUNTS TAB</b>	
ACCT #	XX-XXXX-X-XXXX-XXXX-4310-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	NA
DESCRIPTION	NA

## DIRECT PAY REQUISITION

- **Do not use**

## BOOK ORDERS

- Enter the list in the vendor’s website as a shopping cart or book list.
- Print a copy of the cart or list & use it to enter the requisition.
- Scan & attach the copy to the Attachment Tab.
- **Book orders more than twenty (20) line-items must be delivered to the school site and once received, the completed or partial PO needs to be forwarded to Purchasing.**
- Always enter the titles in Alphabetical order and enter item # before title of book.

**Standard book vendors are:**

- 000819 BMI – www.bmionline.com, create list & request quote.
- 000226 Book Source – www.booksources.com, create list & request quote.
- 008620 Books Are Fun – www.booksarefun.com, create list & request quote.
- 000210 Bound to Stay Bound – www.btsb.com, create list & request quote.
- 003921 Mackin – www.mackin.com, create list & request quote.
- 000506 Perma-Bound – www.perma-bound.com, create list & request quote.
- 003236 Scholastic – www.shop.scholastic.com, create list & request quote.

<b>REQUISITION TAB</b>			
ORDER LOC	YOUR SITE LOC		
DELIVERY LOC	WHSE		
ROOM	LIBRARY OR 16 SMITH (ROOM & PERSON WHO REQUESTED ORDER)		
COMMENT	BOOKS/SEE COMMENT CHEAT SHEET		
ORDER TYPE	PO WITH RECEIVING		
VENDOR ID	SEE ABOVE		
BOARD DATE	NA		
ACCT DIST OPT	MANUAL		
<b>ITEMS TAB</b>			
ITEM #	1	2-9	10 OR <b>LAST ITEM</b>
ORD QTY	1	4	1
ORD UNIT	EA	EA	EA
DESCRIPTION	1234567 APPLES IN MY BASKET	992822 BREAD IN MY BOWL	6389572 CATS IN MY BED
UNIT PRICE	\$5.00	\$3.00	\$2.00
EXT COST	\$5.00	\$12.00	\$2.00

# LUSD PURCHASING INSTRUCTIONS

TAXABLE	YES	YES	YES
MESSAGE BEFORE	CART #12345 OR LIST #12345	LEAVE BLANK	LEAVE BLANK
MESSAGE AFTER	LEAVE BLANK	LEAVE BLANK	EMAIL PO TO XXXXX
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>			
ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX		
AMOUNT	DEFAULTS		
<b>ATTACH TAB</b>			
FILE TO ATTACH	CART #12345 OR LIST #12345		
DESCRIPTION	CART OR BOOK LIST		

## MAGAZINE SUBSCRIPTIONS

- Make sure you enter the requisition in the correct School Year.
- You may enter multiple subscriptions on the requisition.
- Order forms or renewal invoices must be uploaded to the Attachments Tab.
- Forward completed copy of PO or snapshot signed by your site Administrator to Accounting when magazines begin arriving so payment can be made to vendor.
- Standard magazine subscription vendors are:
  - 000074 Scholastic Magazine – Use order form or renewal invoice
  - 000480 Nat’l Geographic School Pub

<b>REQUISITION TAB</b>			
ORDER LOC	YOUR SITE LOC		
DELIVERY LOC	YOUR SITE LOC		
ROOM	SEE BELOW		
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET		
ORDER TYPE	PO w/o RECEIVING		
VENDOR ID	SEE ABOVE		
BOARD DATE	NA		
ACCT DIST OPT	MANUAL		
<b>ITEMS TAB</b>			
ITEM #	1	2-9	10 OR LAST ITEM
ORD QTY	1	1	1
ORD UNIT	LOT	LOT	LOT

# LUSD PURCHASING INSTRUCTIONS

DESCRIPTION	1234567 MAGAZINE NAME # OF COPIES TEACHER'S NAME TEACHER'S SUBSCRIPTION ID	1234567 MAGAZINE NAME # OF COPIES SUSIE SMITH SUBSCRIPTION #ABCDEF PER RENEWAL#54321	1234567 MAGAZINE NAME # OF COPIES JOE JONES NEW SUBSCRIPTION PER ATTACH ORDER FORM
UNIT PRICE	\$25.00	\$25.00	\$25.00
EXT COST	\$25.00	\$25.00	\$25.00
TAXABLE	YES	YES	YES
MESSAGE BEFORE	PER ATTACHED RENEWALS AND/OR ORDER FORMS	LEAVE BLANK	EMAIL PO TO XXXXX
MESSAGE AFTER	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>			
ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX		
AMOUNT	DEFAULTS		
<b>ATTACH TAB</b>			
FILE TO ATTACH	RENEWAL 12345 OR ORDER FORM 12345		
DESCRIPTION	RENEWAL OR ORDER FORM		

## COMPUTER/TECHNOLOGY ITEMS

- Quotes must be uploaded to the Attachments Tab.
  - Use Standard Quotes provided by IT or
  - Request ITS or Purchasing assistance for obtaining a vendor quote.
- ITS must approve all technology purchases.
- Desktop & laptop computers require imaging by ITS prior to delivery to sites.
- Chrome carts & towers may require an additional requisition for set-up & installation.
- Interactive projectors may require an additional requisition for set-up & installation.
- Enter the vendor Part Number 1<sup>st</sup>, Item Name 2<sup>nd</sup> & Description Next.

# LUSD PURCHASING INSTRUCTIONS

<b>REQUISITION TAB</b>				
ORDER LOC	YOUR SITE LOC			
DELIVERY LOC	WHSE			
ROOM				
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET			
ORDER TYPE	PO WITH RECEIVING			
VENDOR ID	SEE ABOVE			
BOARD DATE	NA			
ACCT DIST OPT	MANUAL			
<b>ITEMS TAB</b>				
ITEM #	1	2	3	4
ORD QTY	1	1	1	1
ORD UNIT	EA	EA	EA	EA
DESCRIPTION	3961998 Chromebook LVO N22.....	3577022 License Google ACAD....	3538796 License Admin GoGuardian...	654809 Recycling Fee 4" .....
UNIT PRICE	\$189.00	\$25.00	\$4.98	\$3.00
EXT COST	\$189.00	\$25.00	\$4.98	\$3.00
TAXABLE	YES	NO	NO	NO
MESSAGE BEFORE ITEM 1 ONLY	QUOTE 12345 DATED 04-14-24 EMAIL PO TO XXXXX CONTRACT IRVINE USD 19/20-01 IT TECH & PERIPHERALS (19/20-01 IT)			
MESSAGE AFTER LAST ITEM ONLY				
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>				
ACCT #	XX-XXXX-X-XXXX-XXXX-4360-XXX-XXXX-XXXX < \$500 TOTAL COST OF COMPONENT XX-XXXX-X-XXXX-XXXX-4460-XXX-XXXX-XXXX > \$500 TOTAL COST OF COMPONENT			
AMOUNT	DEFAULTS			
<b>ATTACH TAB</b>				
FILES TO ATTACH	QUOTE 12345; PIGGYBACK CONTRACT; BOARD RESOLUTION; BOARD AGENDA/MINS.			
DESCRIPTION	QUOTE; CONTRACT; RESOLUTION; BOARD AGENDA/MINUTES			

## **FURNITURE**

- Ensure you have room to accept delivery of large quantities of furniture.
- We cannot store your orders in the Warehouse.
- Remember to note color selections in the description of each item if applicable.
- Use the sites below to search for furniture or contact the vendor Rep.
- Standard Furniture vendors:

# LUSD PURCHASING INSTRUCTIONS

- 008112 – Office Depot – [www.business.officedepot.com](http://www.business.officedepot.com) – Taunee Williams 512-559-1734  
taunee.williams@odpbusiness.com
- 007757 – School Specialty – [www.schoolspecialty.com](http://www.schoolspecialty.com) – Michael Stump 360-483-4010  
michael.stump@schoolspecialty.com
- 001503 – Schooloutfitters – [www.schooloutfitters.com](http://www.schooloutfitters.com) – Hannah Fickey 866-619-5320  
hannah.fickey@schooloutfitters.com
- 002724 – Lakeshore Parent LLC – [www.lakeshorelearning.com](http://www.lakeshorelearning.com) – Michael Ruiz (805) 729-5394  
mruiz@lakeshorelearning.com

<b>REQUISITION TAB</b>				
ORDER LOC	YOUR SITE LOC			
DELIVERY LOC	WHSE			
ROOM	16 SMITH (ROOM & PERSON WHO MADE REQUEST)			
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET			
ORDER TYPE	PO WITH RECEIVING			
VENDOR ID	SEE ABOVE			
BOARD DATE	IF APPLICABLE			
ACCT DIST OPT	MANUAL			
<b>ITEMS TAB</b>				
ITEM #	1	2	3	4
ORD QTY	500	500	50	1
ORD UNIT	EA	EA	EA	EA
DESCRIPTION	1234 Chair 18" Blue, Brushed Alum Legs...	2345 Desk 24" Red	3456 Desk 36" Green	4567 Whiteboard 4' x8', Magnetic, White, Alum Frame, 1" Cork Map Rail & Alum Marker Tray
UNIT PRICE	\$50.00	\$50.00	\$25.00	\$378.00
EXT COST	\$50.00	\$100.00	\$75.00	\$378.00
TAXABLE	YES	YES	YES	YES
MESSAGE BEFORE ITEM 1 ONLY	QUOTE 12345 DATED XX-XX-XX EMAIL PO & QUOTE TO VENDOR			
MESSAGE AFTER LAST ITEM ONLY				
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>				
ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX			
AMOUNT	DEFAULTS			
<b>ATTACH TAB</b>				
FILE TO ATTACH	QUOTE 12345			
DESCRIPTION	QUOTE			

# LUSD PURCHASING INSTRUCTIONS

## DIGITAL PRODUCTS/ONLINE SUBSCRIPTIONS

- No multiple year license or subscriptions unless approved by Accounting.
- Use the example below to enter requisitions where the product is sent via email or accessed online.
- Make sure you select "PO w/o RECEIVING" as the Order Type.
- Provide email addresses of the people who will access the subscription or provide email address of the person who will manage the subscription for a group.
- Provide start and end date of license/subscription. The start and end date should fall in the same fiscal year when possible.

<b>REQUISITION TAB</b>				
ORDER LOC	YOUR SITE LOC			
DELIVERY LOC	YOUR SITE LOC			
ROOM	16 SMITH (ROOM & PERSON WHO MADE REQUEST)			
COMMENT	INSTRUCTIONAL SUPPLIES/SEE COMMENT CHEAT SHEET			
ORDER TYPE	PO w/o RECEIVING			
VENDOR ID	000123 (ANY VENDOR)			
BOARD DATE	IF APPLICABLE			
ACCT DIST OPT	MANUAL			
<b>ITEMS TAB</b>				
ITEM #	1	2		
ORD QTY	3	1		
ORD UNIT	EA	LOT		
DESCRIPTION	Online Subscription – ABCs & 123s 6 months (07-01-24 to 12-31-24)  Forward access codes to: smith.susie@lUSD.org white.wendy@lUSD.org munoz.mary@lUSD.org		Online Service – Homework Mailbox 1 year (07-01-24 to 06-30-24)  Forward access code to brown.betty@lUSD.org	
UNIT PRICE	\$200.00	\$5000.00		
EXT COST	\$600.00	\$5000.00		
TAXABLE	NO	NO		
MESSAGE BEFORE ITEM 1 ONLY	QUOTE 12345 DATED XX-XX-XX EMAIL PO & QUOTE TO VENDOR			
MESSAGE AFTER LAST ITEM ONLY				
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>				

# LUSD PURCHASING INSTRUCTIONS

ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX
AMOUNT	DEFAULTS
<b>ATTACH TAB</b>	
FILE TO ATTACH	QUOTE 12345
DESCRIPTION	QUOTE

## STUDENT FIELD TRIPS

**\*\*\* Overnight fieldtrips and out of state field trips require Board approval \*\*\***

<b>REQUISITION TAB</b>				
ORDER LOC	YOUR SITE LOC			
DELIVERY LOC	YOUR SITE LOC OR SCHOOL HOSTING FIELD TRIP			
ROOM	16 SMITH (ROOM & PERSON WHO MADE REQUEST)			
COMMENT	SEE COMMENT CHEAT SHEET			
ORDER TYPE	PO w/o RECEIVING			
VENDOR ID	000123 (ANY VENDOR)			
BOARD DATE	BOARD APPROVAL DATE			
ACCT DIST OPT	MANUAL			
<b>ITEMS TAB</b>				
ITEM #	1	2		
ORD QTY	1	1		
ORD UNIT	LOT	LOT		
DESCRIPTION	<p><b>Use this for the Deposit.</b></p> <p>Field Trip Deposit – Quote xxx dated xx-xx-xx                      Student Field Trip – Cimi Toyon Bay, Catalina Is                      Crestview Elementary – 6<sup>th</sup> Grade                      11-13-24 to 11-15-24</p>	<p><b>Use this for the Final Payment.</b></p> <p>Final Payment Invoice #xxx dated xx-xx-xx                      Student Field Trip – Cimi Toyon Bay, Catalina Is                      Crestview Elementary – 6<sup>th</sup> Grade                      11-13-24 to 11-15-24</p>		
UNIT PRICE	\$600.00	\$5000.00		
EXT COST	\$600.00	\$5000.00		
TAXABLE	NO	NO		
MESSAGE BEFORE ITEM 1 ONLY	QUOTE 12345 DATED XX-XX-XX EMAIL PO TO VENDOR			
MESSAGE AFTER LAST ITEM ONLY				
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>				
ACCT #	XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX			
AMOUNT	DEFAULTS			
<b>ATTACH TAB</b>				



# LUSD PURCHASING INSTRUCTIONS

FILE TO ATTACH	QUOTE 12345
DESCRIPTION	QUOTE

## BLANK FORM

- Use this form to assist with gathering info required to enter a requisition.
- This form is for your use only.
- DO NOT forward to Purchasing.

<b>REQUISITION TAB</b>				
ORDER LOC				
DELIVERY LOC				
ROOM				
COMMENT				
ORDER TYPE				
VENDOR ID				
BOARD DATE				
ACCT DIST OPT				
<b>ITEMS TAB</b>				
ITEM #	1	2	3	4
ORD QTY				
ORD UNIT				
DESCRIPTION				
UNIT PRICE				
EXT COST				
TAXABLE				
MESSAGE BEFORE ITEM 1 ONLY				
MESSAGE AFTER LAST ITEM ONLY				
ACCT #	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
<b>ACCOUNTS TAB</b>				
ACCT #				
AMOUNT	DEFAULTS			
<b>ATTACH TAB</b>				
FILE TO ATTACH				
DESCRIPTION				

## CREATING/SAVING SHOPPING CARTS

- Purchasing has begun creating online accounts to take advantage of online shopping.
  - The vendors, web addresses, User IDs & Passwords are in the Standard Supply List.
  - The user ids & passwords should only be used by Escape requisitioners. Account info should only be changed by Purchasing.
- Advantages
  - Requester selects products & sees up to date LUSD pricing.
  - Shipping costs are included if applicable.
  - Correct shipping & billing info is preloaded.
  - Lead time is significantly reduced, often to 1 day delivery for some vendors.
  - Requesters can check the status of their order online.
- Ground Rules
  - Wish Lists, Lists & Save Carts will be referred to as Carts.
  - Never change the Password...contact [purchasingteam@lusc.org](mailto:purchasingteam@lusc.org) for password change/update.
  - DO NOT change any account info, billing info or shipping info.
  - **DO NOT PLACE ORDERS (EXCEPT AMAZON)**
- Two Types of Online Shopping Carts
  - Create & Save Cart
    - Create & save your shopping cart.
    - Add shipping if applicable.
    - Reference your save cart # on your Escape requisition
    - **DO NOT ORDER (EXCEPT AMAZON)**
  - Create & Delete Cart (Vendor does not allow saving of carts)
    - Create the cart & add shipping if required.
    - Print cart & attach to your Escape requisition.
    - Delete the cart for the next user.
    - **DO NOT ORDER (EXCEPT AMAZON)**

## AMAZON UPDATES & RESOURCES

- Only order items "SOLD BY" or "FULFILLED BY" Amazon
- **Limit the number of line items per requisition to 20.**
- All Amazon questions or concerns related to orders/returns are the responsibility of the originator (person who submitted the order) and must contact Amazon Customer Services at (866) 486-2360.
  - See [here](#) for the LUSD **Registration Guide**.
  - See [here](#) for the **Administrators Guides & User Guides**.
  - See [here](#) for the **Amazon Business Informational and Training Session**
  - See [here](#) for the **Approval Training Video**
  - See [here](#) for **how to assign an approver delegate**. It is important that approvers do this prior to leaving for vacation.

## REIMBURSEMENTS FOR SUPPLIES, EQUIPMENT, SERVICES, AND ETC.

- Reimbursements for supplies, equipment, services, and etc. must be approved by the immediate supervisor/principal **AND** by the purchasing department before the items are purchased.
- Purchasing pre-approval for employee reimbursement form must be emailed to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org) before the purchase has occurred.
- If the employee has already purchased an item without pre-approval from Purchasing, a requisition under the employee's name as the vendor must be submitted to reimburse the employee.

## **PURCHASING PRE-APPROVAL FOR EMPLOYEE REIMBURSEMENT FORM**

### **Lompoc Unified School District** *Purchasing Pre-Approval for Employee Reimbursement*

Itemization of Purchases:

<u>Vendor</u>	<u>Description of Purchased Item[s]</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	_____

Reason(s) for Reimbursement:

- 1) Purchase orders are not accepted by the vendor and/or \_\_\_\_\_
- 2) District credit card payments are not accepted by the vendor and/or \_\_\_\_\_
- 3) I checked with the Purchasing department staff and they authorized the purchase \_\_\_\_\_  
without a Purchase Order after exhausting all District payment options

Certification for Reimbursement:

I hereby certify that these purchase(s) were made to support the improvement of the educational program of the school, in accordance with the guidelines outlined in Board Policy 3350. I attach cash register tapes or receipts that match the above itemization.

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Claimant \_\_\_\_\_

School/Location \_\_\_\_\_

Approval:

Budget Class: \_ - \_ - \_ - \_ - \_ - \_ - \_

Signature of Principal/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Signature of Purchasing Manager \_\_\_\_\_ Date \_\_\_\_\_

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## REQUEST FOR SHIPPING LABEL

- You may use this form to request a shipping label for items you need shipped:
  - o To a non-LUSD location and
  - o Is not associated with a Purchase Order.
- Complete the form below ensuring you enter a budget code. If a budget code is not provided, the item will not be shipped.
- Place form with the item & leave for the Delivery Driver to return to the Warehouse.

<b>LUSD REQUEST FOR SHIPPING LABEL</b>	
<b>RECIPIENT INFORMATION:</b>	
Company Name	
Street Address (no PO boxes)	
City, State, Zip	
Recipient Name	
Phone #	
Email Address	
<b>REQUESTER INFORMATION:</b>	
School Site or Department	
Name	
Ext	
Email Address	
<b>ITEM INFORMATION:</b>	
Does the item contain liquid?	
Does the item contain batteries?	
<b>BUDGET INFORMATION:</b>	
Budget # to charge shipping costs to	
<b>PURCHASING USE ONLY:</b>	
NUMBER OF BOXES	
DIMENSIONS	
WEIGHT	
CARRIER	
SIGNATURE & DATE	

## FREQUENTLY ASKED QUESTIONS (FAQ)

### How do I enter a requisition for an item I have already ordered and/or received?

- Enter "Confirming – Already ordered, Order/Confirmation #xxxx dated xx-xx-xx" in the Message Before field of line item #1
- Type = PO W/O Receiving
- Attach Invoice in Escape

### How do I cancel a requisition or purchase order?

- Email [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org) with your request & give the reason.
- Provide the requisition # or PO # in the Subject line.
- We will choose the appropriate process for the cancellation, notify all parties involved & reply to your email with confirmation.

### How do I increase a Blanket PO?

- Email your request to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org)
- We will increase the Blanket PO & submit it for re-approvals.

### How do I report a discrepancy to an order I received?

- Email the discrepancy to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org)
- Include the PO or Requisition # in the subject line.
- Hold the item at your location & wait for Purchasing's instruction.

### How do I expedite or rush a requisition?

- Enter RUSH\* as the 1<sup>st</sup> word of the comment on the Requisition tab.
- **Contact ONLY Purchasing department** & request they expedite approval.

### How do I request a prepay check/warrant?

- Enter PREPAY\* as the 1<sup>st</sup> word of the comment on the Requisition tab.
- Attach the invoice, quote or email indicating the total amount of the check on the Attachment tab.
- Enter any notes or instructions in the Description field of the last line item.

### How do I request a new vendor?

- Obtain a W-9 from the vendor, vendor's accounting department or website.
- Email the W-9, phone, fax & email address to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org) using W9 as the 1<sup>st</sup> word in the subject line.
- Purchasing will screen the W-9, add the vendor to Escape & notify you of the new vendor # by replying to your email.

### How do I attach a document to an Escape requisition?

- Scan & send the document to your email.
- Open & Save As – Save in a folder on your C drive...I call mine Escape Attachments.

Report corrections & suggestions to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org)

- CLOSE THE PDF before you attempt to attach it to the Escape requisition.
- Go to the requisition Attachments Tab.
- New
- Click on browse button to the right on File to Attach.
- Browse to the C drive & folder your document is saved in.
- Highlight the file & Open (if you get an error message, check to see if your PDF is open, close it & re-browse)
- Enter the type of document you attached (Quote, Travel Docs, etc.)

**How do I correct the account code on a requisition?**

- Open the requisition.
- Go to Tasks & Return to Open
- Go to the Account Tab & change the account code.
- If there is no money in the account, you will need to request a budget transfer with Accounting.
- Go to Tasks & Submit
- The requisition will go through the approval process from the beginning.

**What do I do if a vendor contacts me & wants to send me a quote or a free product?**

- **DO NOT AGREE** to accepting anything.
- Forward them immediately to Purchasing at x3290.
- Report any aggressive vendor behavior in writing to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org) noting the company name, person's name & phone # they called from

**How do I get toner for my copier or printer?**

- If your device has a Visual Edge IT sticker on the front of it
- Follow the instructions on the sticker to order supplies for your device.
  - OR go to <https://visualedgeit.com/support/> and click on the Place Toner/Supply Order.

**How do I request corrections, changes, or suggestions to this document?**

- Notify by email to [purchasingteam@lUSD.org](mailto:purchasingteam@lUSD.org)

**How do I return an item purchased on a PO (for Amazon, please see pp. 7 & 35)?**

- Make a copy of the PO.
- Write the following on the copy.
- Short reason for return
- What you want done.... credit, replace with same item, replace with different item, etc.
- Sign & date the copy
- Place with the item & leave for the Delivery Driver to return to the Warehouse.

**How do I return an item purchased on a BLANKET PO (for Amazon, please see pg. 7 & 35)?**

- Contact the vendor rep or their customer service
- Send copies of the return information to Accounting

**How do I request an item(s) be shipped to a non-LUSD location?**

- Print & complete form on Page 32.

**How many line-items can a requisition have for online orders like Amazon, Office Depot, Home Depot, Grainger, Uline etc.?**

- Twenty line-items (20)

**How do I request a repair and/or replacement of an item?**

- Contact the vendor to determine status of the warranty. If under warranty, work with the vendor to return the item for warranty repair. If warranty has expired, you may request a quote for the cost to repair the item and submit a requisition for the repair. See instructions for requesting a shipping label to send the item off for repair. Contact Purchasing for assistance, if needed.

**#000850 AG PARTS/ASSET GENIE**

- Log into the LUSD shared account
- <https://store.agpartseducation.com/customer/account/login/>
- User Id = [purchasingteam@lusd.org](mailto:purchasingteam@lusd.org)
- Password = Lompoc123
- Select the items you need & create a quote.
- Add items to your cart (you may remove anything that is in the cart from another user)
- Click on the shopping cart/bag.
- Click on CREATE QUOTE
- Enter the following in REMARKS.
- School Name
- Email address
- Any notes to yourself
- DO NOT CHECK OUT OR PLACE THE ORDER
- Empty your cart & log out.
- Purchasing will email the quote to the requisitioner.
- Site requisitioner enters an Escape requisition (use TMPL-00029)
- Once the requisition is converted to PO, items are ordered and received, they will be delivered to your school site.