



BULLETIN

SUBJECT: New Online Unauthorized Contracts Submission Form Process – **SUSPENDED UNTIL FURTHER NOTICE** **2025-26 NO. BS-22**

TO: All Cabinet Chiefs, Department Leaders, Site Administrators, and Administrative Staff

DATE: October 20, 2025

PREPARED BY: Robert Aldama,
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REVIEWED BY: Cindy Tao,
Assistant Superintendent of
Business Services **APPROVED:** 
Janea Marking,
Chief Business and
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As of Monday, **October 20, 2025**, the Informed K12, Unauthorized Contract Submission Form Process is **SUSPENDED** until further notice.

Any unauthorized contract request, that cannot be remedied and processed in compliance with a purchase order, will need to be submitted to the District's Board of Education for approval. These requests should be agendized for a presentation and will not be placed on the Consent Agenda.

Effective immediately:

- All pending Unauthorized Contract forms in Informed K12 will be declined and returned to the Initiator.
- Departments with contracts that may require Board approval must work directly with their Chief for review and next steps.
- Please submit a Service Agreement requisition in ESCAPE concurrent with the Unauthorized Contract being agendized. Upon Board approval, and the requisition in **Ready for Payment** status, submit invoice(s) to the Accounts Payable team at: invoices@scusd.edu to initiate the payment process.

*****Please note: Invoices will not be paid without an approved purchase order*****

It is the responsibility of the department or site leader to communicate with service providers about compliance with District processes.

Failure to follow the established process will result in payment delays and may place the district out of compliance with Board policy. The District's Contracts Process, Bulletins, and related guidelines can be accessed at: <https://www.scusd.edu/departments/business-and-operations/contracts-department/contracts-process-bulletins>