2026-2027

BUSINESS OFFICE PROCEDURES MANUAL

August 19, 2026

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Section V: Accounts Payable (cont.)

SECTION I
BUSINESS OFFICE ROLES

Business Office Staff & Responsibilities

Dale Carey | **Ext 1103** | **dcarey@ouhsd.net**

Assistant Superintendent of Business/CBO

Budget development, administration, and long-range financial planning for the district, administration of the overall business and operations of the district

Brenda Gutierrez | **Ext 1117** | **bgutierrez@ouhsd.net**

Director of Human Resources Manager

Personnel

Cynthia Pajares | **Ext 1100** | **cpajares@ouhsd.net**

Administrative Technician

Staff attendance & substitute reporting, school business forms, interview packets, fixed asset management program, leave accruals, certificate of insurance requests

Melanie Lemos | **Ext 1105** | **mlemos@ouhsd.net**

Budget & Accounting Technician/Payroll Technician

Payroll, retirement, student attendance reporting, accounts receivables, deposits, cafeteria reporting, developer fees, scholarships, MAA reporting

Robin Lillie | **Ext 1129** | **rlillie@ouhsd.net**

Budget & Accounting Technician

Timesheets, facility use, coaches

Ronda Cash | **Ext 1113** | **rcash@ouhsd.net**

Accounts Payable & Purchasing Technician

Requisitions, purchase orders, process payments, new vendor setup, 1099's, vendor contracts, reimbursement requests, Cal Cards

Business Office Fax: **530-538-2308**

SECTION II
HUMAN RESOURCES

Human Resources Department

The following information is located on the district website under Human Resources:

1. Credentialing
2. Health and Welfare Benefits
3. Job Recruitment
    a. Job Descriptions
4. Labor Relations
    b. Bargaining Unit Contracts
5. Leaves
6. Retirement
7. Salary Schedules
8. Verification of Employment
9. Workers Compensation

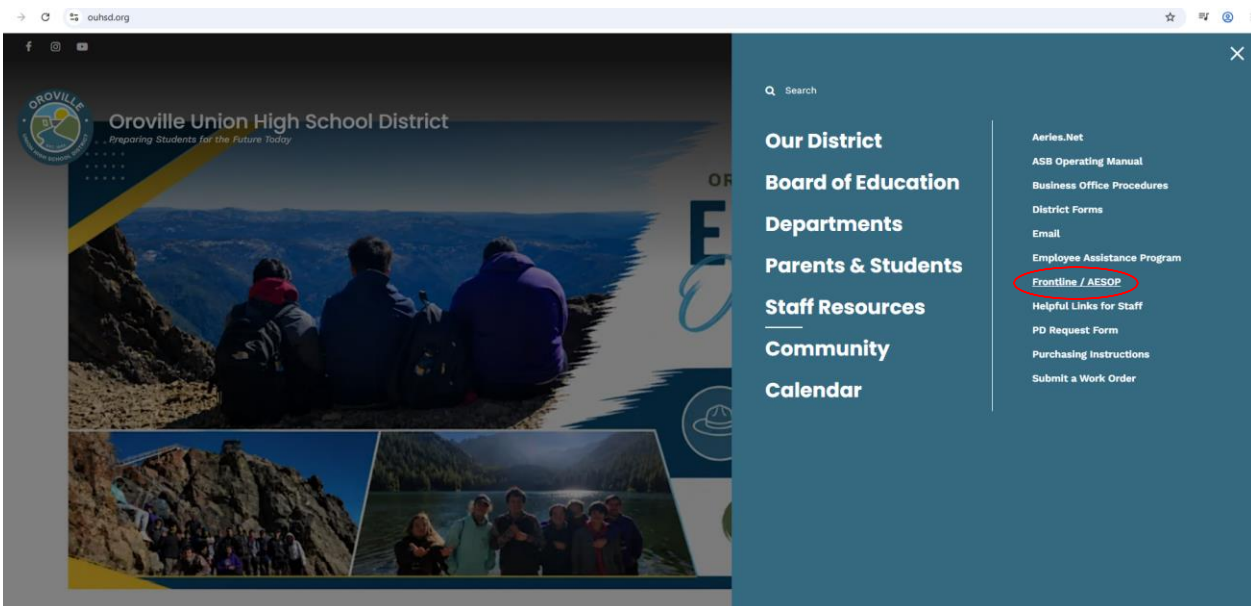
Seniority lists for current certificated and classified employees are also available.

All Personnel questions can be directed to the Director of Human Resources.

Absence/Time Off Procedure

All time off must be entered into Frontline by the employee requesting the time off.

Frontline can be found on the district website under staff resources. It can also be accessed by calling 1-800-942-3767, or by adding the app on a mobile device.

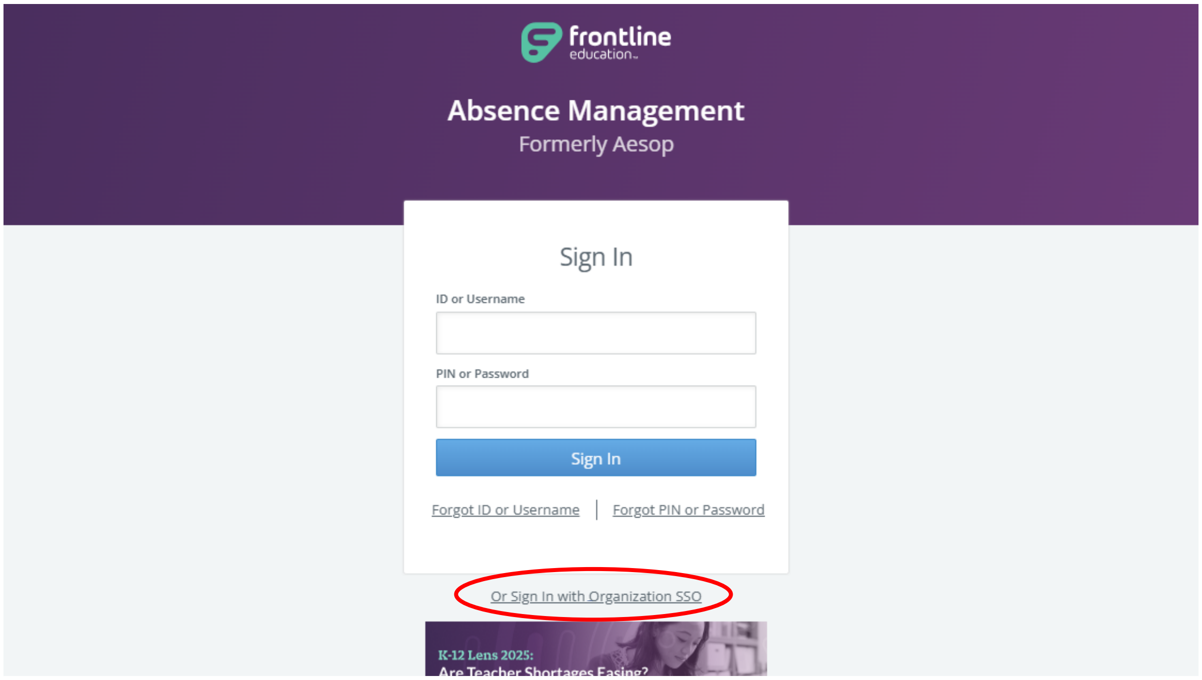


Logging into Frontline Absence Management:

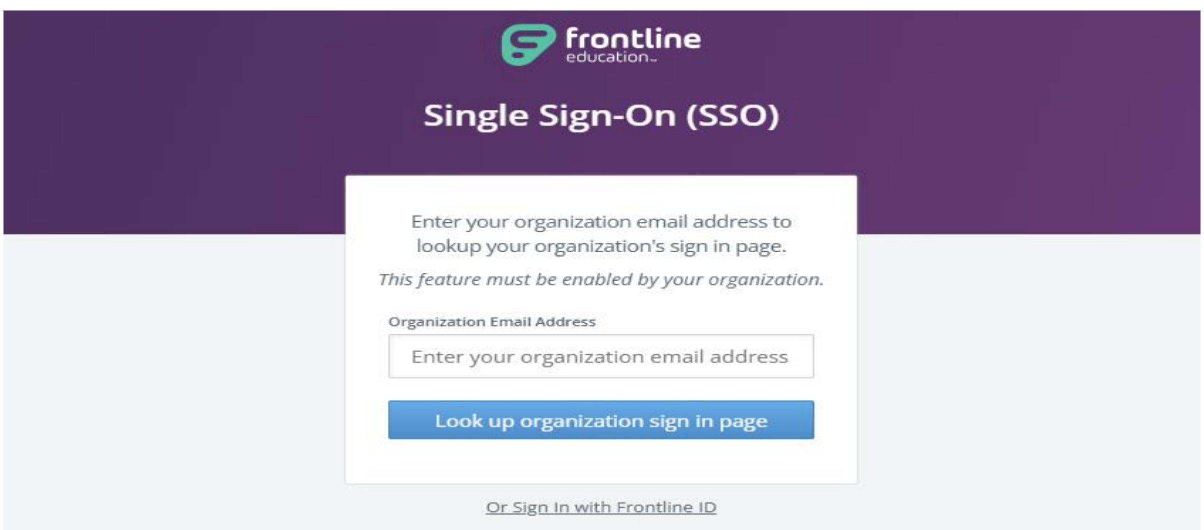
Desktop Version

1. Open your district email account
2. In a new tab, open Frontline (see above)

3. Select Sign in with Organization SSO



4. Type your school email into the textbox and select Look up organization sign in page

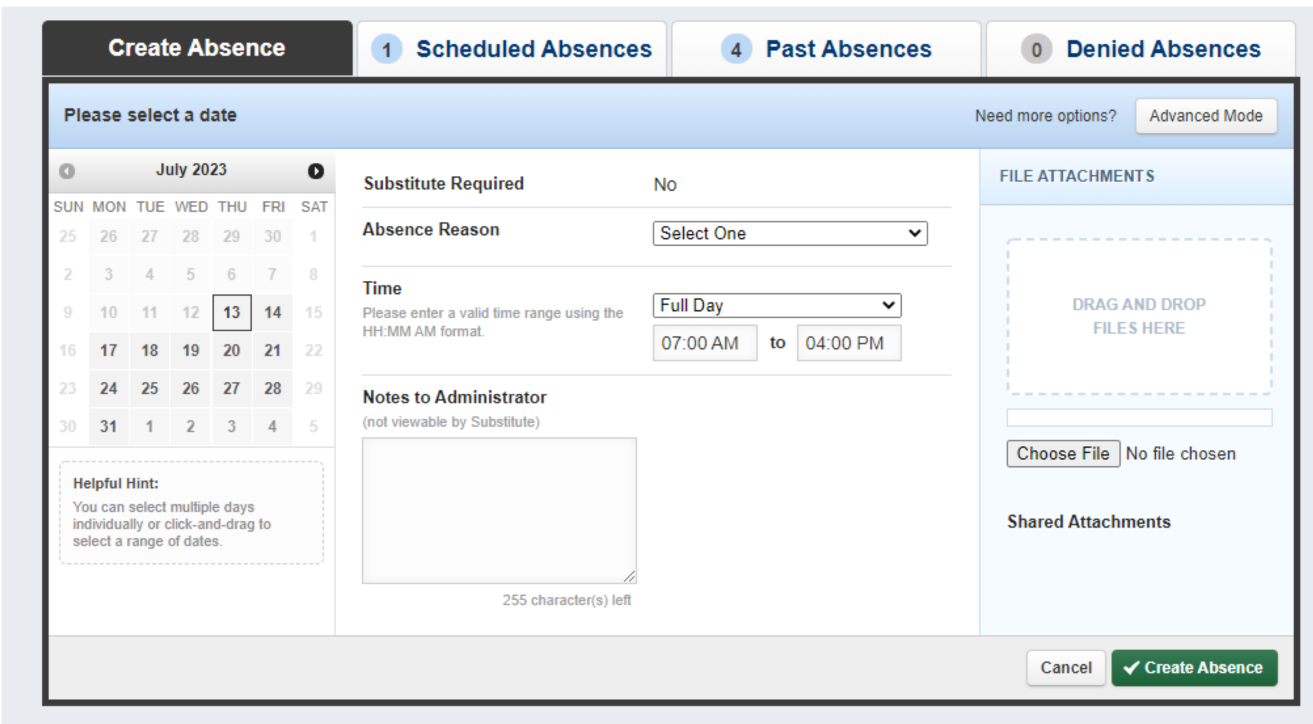


Once you have logged into Frontline, you will be able to view any past or scheduled absences, as well as create any new absences.

If you need to adjust an absence after the time that the absence began, you will need to call the district office for assistance.

Entering an Absence

Your absence screen should look similar to this.



Directors, Principals, Assistant Principals, and Psychologists will submit a work calendar to the Administrative Technician at the beginning of the year. Work days that are inputted on the calendar should not include weekends, holidays, or working from home. These calendars will be subject to approval by the Superintendent. The Administrative Technician will enter the calendars into

Frontline. Any changes will require a revised calendar to be submitted to the Administrative Technician. Sick days and Personal Necessity days (which also count as workdays) must also be entered into Frontline prior to the start of the workday. Advance approval by the Superintendent will be required to count weekends, holidays, or work from home as a contracted workday. The Superintendent will inform the Administrative Technician if approval for these types of days has been granted.

Each site or department will designate one Administrative Secretary that will be responsible for reviewing the Daily Absence Report in Frontline and contacting the Administrative Technician at the District Office with any discrepancies. The Administrative Technician will investigate unreported absences directly with the impacted employee. Each site or department will be responsible for implementing procedures to insure that all absences are properly reported.

If you are having trouble entering your absence contact the Administrative Technician at ext. 1100 for further assistance.

Substitute Requests

A School Business Substitute Request Form must be completed at least one week prior to the date of your anticipated absence. Make sure to complete the form in its entirety to avoid a delay in the approval process.

If you are attending a professional development activity, you must submit your form by the following dates:

- PD occurring in the first quarter: September 1st
- PD occurring in the second quarter: October 15th
- PD occurring in the third quarter: January 5th
- PD occurring in the fourth quarter: March 25th

Professional development funds are finite and the earlier a request is placed, the more likely that funds will be available.

If an ASB club/sport or other agency will be covering the cost of the substitute, this needs to be noted on the form under Funding Source. For reimbursements from other agencies, please include the name and address of the agency contact.

Substitute costs are $252 for a full day and $133 for a half day.

The School Business Substitute Request Form is located on the district website under District Forms → Business Office → School Business Sub Request.

For questions or assistance, contact the Administrative Technician.

Interview/Hiring Process

Administrators or supervisors must submit a Job Posting Request Form via InformedK12. All postings must be open for a minimum of 5 business days for internal postings and 10 business days for public postings.

The Interview Facilitator will review prescreened applicants, select who they wish to interview and then complete the Request for Interviews Form. Please complete this form in its entirety to avoid delay in approval process. Requests **MUST** be submitted **3 business days** before the intended interview date.

<u>Interview Panel:</u> The interview team will be composed of a minimum of three (3) and a maximum of six (6) members. Additional members must be approved by the Superintendent or his/her designee. The team shall consist of a minimum of one (1) administrative/management position, one (1) peer position (similar to the position for which the person is applying), and a member at large.

<u>Interviews MUST be conducted in person at the District Office and during business hours.</u>

The Administrative Technician or the Director of Human Resources will contact all candidates to schedule interviews. Once scheduled, the Administrative Technician or Director of Human Resources will put together interview packets for each panel member that will be available 30 minutes prior to the start of the interviews.

Interview team members will rank each candidate individually on the Interview Ranking Form. The candidates will not be discussed until after the team has completed the rankings. After all ranking sheets have been completed; the interview team will discuss the candidates, determine the ranking, and identify the top candidates. Discussions must be kept confidential.

The interview team will return the entire interview packet immediately after interviews are completed:

- Applications of candidates
- Copy of interview questions and any written notes

- Completed interview ranking forms
- Recommendations of Candidates
- Confidentiality Statements of interview panel

The Interview Facilitator will complete the Recommendation for Selection form with the top three candidates and submit it, make sure all required signatures are attained, along with the entire interview packet to the Administrative Technician or Human Resources Manager.

The Interview Facilitator is the **only** one who can conduct reference checks. References must be checked **prior** to recommendation for hire or extending a job offer. **Original reference checks must be submitted to the Human Resources office prior to recommendation for hire**.

Once your recommendation for hire has been approved by the superintendent, the Human Resources Manager will contact the candidate for scheduling of onboarding appointments. Reminder: candidates are only recommended for hire; the board does the official hiring via the PAO. The candidate will not report to work until all clearances have been successfully completed and they have been board approved.

The Interview Facilitator must use Edjoin to email the candidates not selected.

CSEA Evaluation Process

<u>10.1 Evaluation</u>

10.1.1 The initial probationary period for a new employee shall be six (6) calendar months from the date of hire. An employee released during the initial probationary period shall not be subject to the provision of Board Policy No. 4217.41 and shall not have the right to use the grievance procedure to appeal disciplinary action.

10.1.2 No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implanting any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation according to law.

10.1.3 Each permanent employee will have a performance evaluation conference with their immediate supervisor at least once every other year. Probationary employees will be evaluated at the 4th month of their probationary period.

10.1.4 For the purpose of employee evaluation, supervisors will use a four (4) point scale consisting of: Exceeds requirements, Meets requirements, Needs improvement and Unsatisfactory.

10.1.5 Should the employee disagree with the evaluation received from their immediate supervisor, they may appeal the decision in writing and request a conference with the Principal or Superintendent with all parties present.

10.1.6 If after an appeal to the Principal or Superintendent, the evaluation remains the same, a further evaluation must be made within thirty (30) days.

10.1.7 A continued unsatisfactory rating can lead to disciplinary action. Such action must be carried out within the law.

OSTA Evaluation Process

13.2 PROCESS

A. Selection of Evaluators

1) The evaluation of Unit Members will be performed by the Principal, the Assistant Principal or their administrative designee. The assignment of evaluators shall be the responsibility of the Principal. The Superintendent reserves the right to assign evaluators.

2) The Unit Member to be evaluated may request that a second person from the District certificated staff of their choosing be involved in the evaluation process.

3) Moreover, if in the process of the evaluation procedure, or at the conclusion thereof, the Unit Member being evaluated should have a significant disagreement with the evaluator(s), they may request a new evaluation by a professional team. The professional team of three (3) shall consist of (1) the principal or his administrative designee, (2) a member selected from the District administrative staff by the Unit Member to be evaluated, and (3) the appropriate Subject Area Coordinator or a Unit Member mutually agreed upon by the principal and the Unit Member being evaluated.

B. Time Sequence

1) By October 1st the Unit Members that are receiving formal evaluations will receive the following:

a) A copy of the evaluation procedures.
b) Criteria upon which the evaluation is based.
c) Identification of the evaluator.

d) Probationary Unit Members will be provided with names of experienced individuals who may provide assistance (i.e., department chair, PAR Panel, assistant principal, consulting teachers, etc.)

2) By October 15th the Unit Members to be evaluated shall establish:

a) The Evaluator and Evaluatee will meet to review the goals and objective to be achieved as described in the pre-evaluation/goal/objective setting form. First observation shall be scheduled.
b) Post observation meeting will take place within ten (10) working days.

3) By the 1st of December the first formal observation for all probationary and temporary Unit Members shall be completed.

4) By the 1st of February the second formal observation shall be completed for all temporary and probationary teachers.

5) By the 1st of March all final summary evaluations shall be completed for all probationary and temporary Unit Members.

6) By the 1st of May all final evaluation conferences for permanent Unit Members shall be completed with a copy of the evaluation given to the Unit Member.

7) Each formal observation shall be followed by a post-conference at which the Evaluatee and Evaluator will discuss the observation in light of the total evaluation. This conference shall take place within ten (10) working days or less of the observation date unless mutually waived by both parties.

8) Each evaluation shall be followed by a post-conference at which the Evaluatee shall be shown the written evaluation and request to sign it. The signature shall signify that the Evaluatee has seen the evaluation but not necessarily that they

agree with it. Provision shall be made on the written evaluation for a written response from the Evaluatee to respond in writing within ten (10) working days.

9) The Unit Member's evaluator shall recommend action to correct any cited deficiencies and to enhance professional growth. Such action shall include specific recommendations for improvement, direct assistance in implementing such recommendations, and adequate release time for the Unit Member to visit and observe other similar classes in other schools or attend workshops.

10) Permanent teachers who receive an unsatisfactory evaluation will be recommended to the PAR. An unsatisfactory evaluation is defined as any evaluation in which three (3) out of the first five (5) standards are unsatisfactory. An unsatisfactory standard is defined as any standard in which a majority of the bench marks are unsatisfactory. Standard number six (6) may be used but will not be used to determine an unsatisfactory evaluation for PAR. If a concern arises concerning standard number six (6), a Unit Member may be required to attend in-service training for areas of concern. Any such required in-service shall take place during the regularly contracted work day.

11) A probationary teacher will be evaluated at least twice per year until they reach permanent status.

12) Permanent teachers will be evaluated at least once every two years but no more than once per year.

13) At least every five years for personnel with permanent status who have been employed at least 10 years with the school district, are highly qualified, as defined in 20 U.S.C. Sec. 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being

evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.

C. Criteria for Purpose of Evaluation

1) Evaluation shall be based on appendix E, F, G and H or other mutually agreed upon criteria.(OSTA Contract)

SECTION III
PAYROLL

Payroll

Extra duty and overtime must be preapproved by the employee's supervisor prior to the time being worked.

All timesheets are completed electronically. They are located on the district website under District Forms → Payroll → Extra Duty Timesheet

- Be sure to complete the Work Performed section of the timesheet
- Only put extra time worked outside of your normal contracted hours
- Timesheets are due by 4pm on the 25th of each month (except November and December – Due on the last working day prior to the 25th), to be paid on the 10th of the following month (or Friday before if the 10th is a weekend day)
- All coding must be completed by the supervisor approving the time
- If payroll doesn't understand the timesheet regarding hours worked, or if anything is incorrect on the timesheet, it will be sent back for corrections

Teachers that earn comp periods and wish it to be paid will be paid at the current class coverage rate on the extra duty salary schedule. Teachers are responsible for notifying the administrative secretary regarding compensation prior to the timesheet due date.

Classified staff that work overtime and request to receive comp time off instead of overtime pay requires supervisor approval. If approved, comp time off is earned at the same rate as paid overtime is earned: 1.5 or 2 x overtime hours worked. **<u>Comp time must be used within one year of earning it, otherwise it will be paid as overtime.</u>**

Changes to employee information and/or Federal and State withholding forms can be completed in your Escape employee portal. They are completed and submitted electronically in the portal.

- You can make that changes in the portal at the following: https://escapeweb.bcoe.org/#/login
- From the left column menu select "My Payroll"
- Screen has two tabs – Payroll History and Withholdings
- You can click on the Withholding tab and make your changes directly in the tax form if you know what you want to change your withholding to already
  - With the new W-4 (beginning January 2020), you may want to use the Paycheck Calculator located in the upper right corner.
    - It shows your current salary and deductions and allows you to make changes to your withholding allowances and see the net change.
  - Once you have the result you are looking for, be sure to select the "Update withhold forms" in the bottom right corner. This will direct you to the tax form screen.
- **Submit**
  - The Federal Tax Withholding form is first, review your changes, and then click on the "Electronically Sign" button.
  - The State Tax form is next, review your changes and then click on the "Electronically Sign" button.
  - Once you have signed both forms, click on the "Submit" button in the upper right corner.

Once you complete your request, it will be sent to the payroll department for processing.

All completed payroll forms and any questions should be directed to the Budget and Accounting Technician/Payroll Technician.

SECTION IV

BUDGET CODES & REPORTS

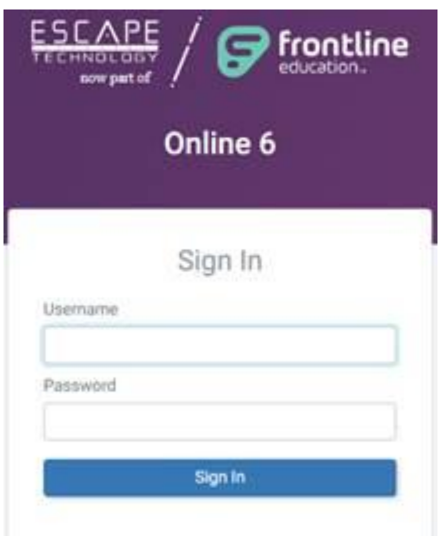
Escape: Online 6 Login Setup

Background

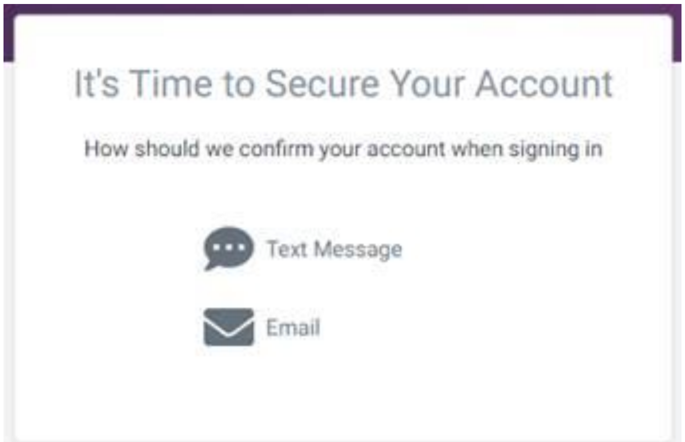
Online6 is Frontline's (Escape) web version of the software. This is a separate site and login than Frontline Absence Management. Online6 is accessed through a web link rather than having software installed on your desktop. This document describes the user's Multi Factor Authentication setup.

Logging In

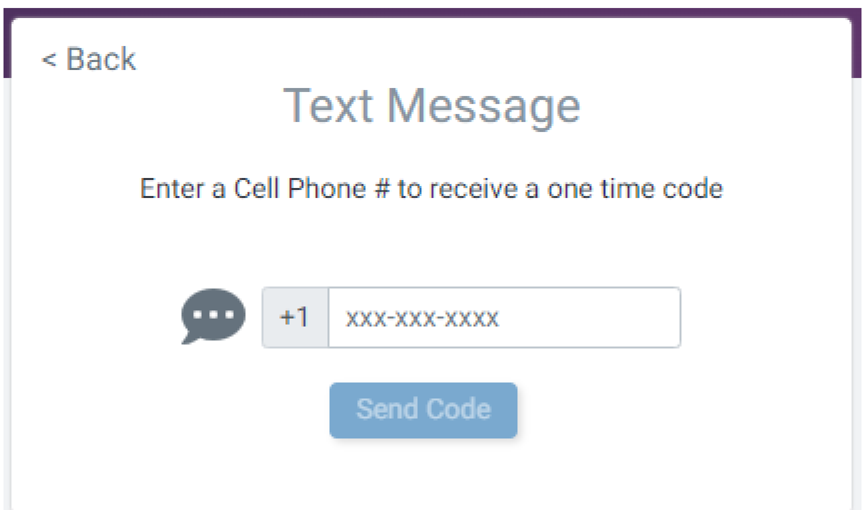
To access the software type *https://erp.bcoe.org/escape/#/sign-in* on any browser. You will be directed to a login page similar to the one below.



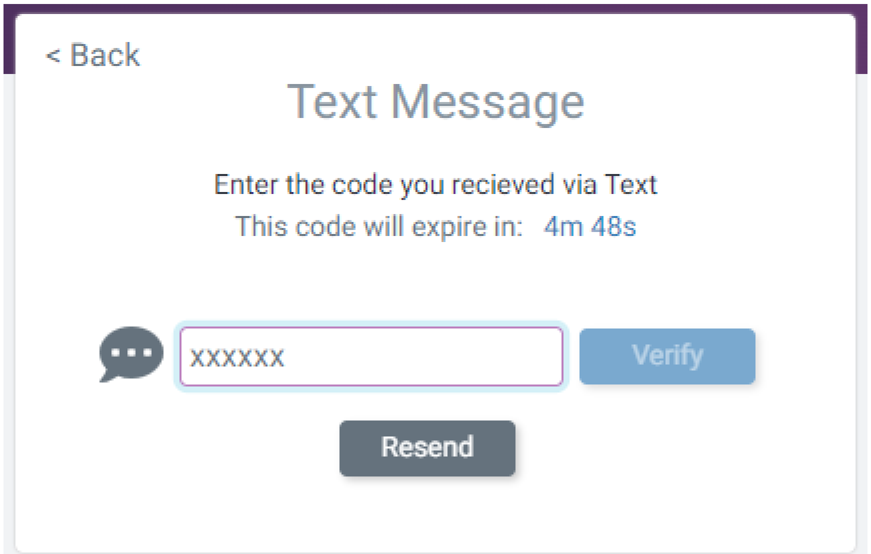
Enter your **Escape login Id** and **password** and press **enter**. The user will be presented with a screen similar to the following:



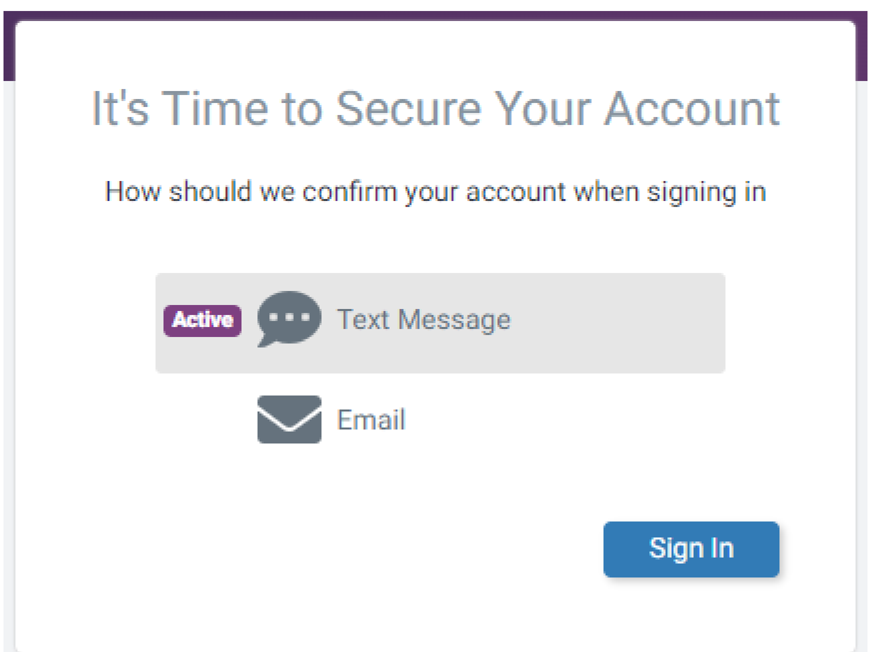
This screen is asking how to confirm the account when signing in. Select either Text Message or Email. For the Text Message option, you will be asked to enter a phone number on a screen similar to the one below.



Enter the cell phone number that you want a text sent to. A screen similar to the one below will appear. You will receive a text message with a random generated number enclosed. Enter that number on the screen below, then select **Verify**.

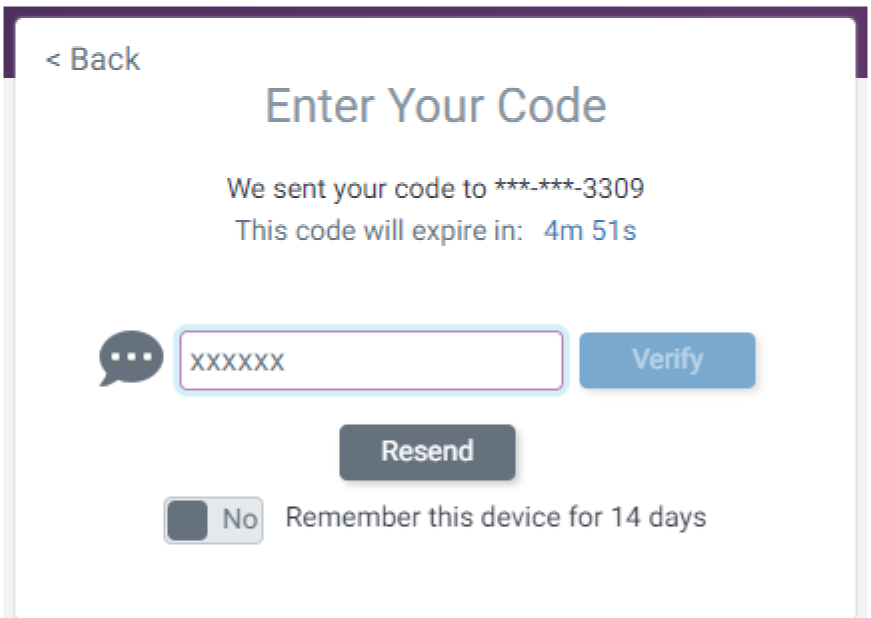


Another screen will be shown, similar to the one below, allowing you to add an email address as another choice to send the MFA number. This option will allow you to setup an email address as the way you want to receive the verification code. By setting up both Email and Cell Phone, you will have two ways to verify. If you only want one verification method, then just select Sign-In.

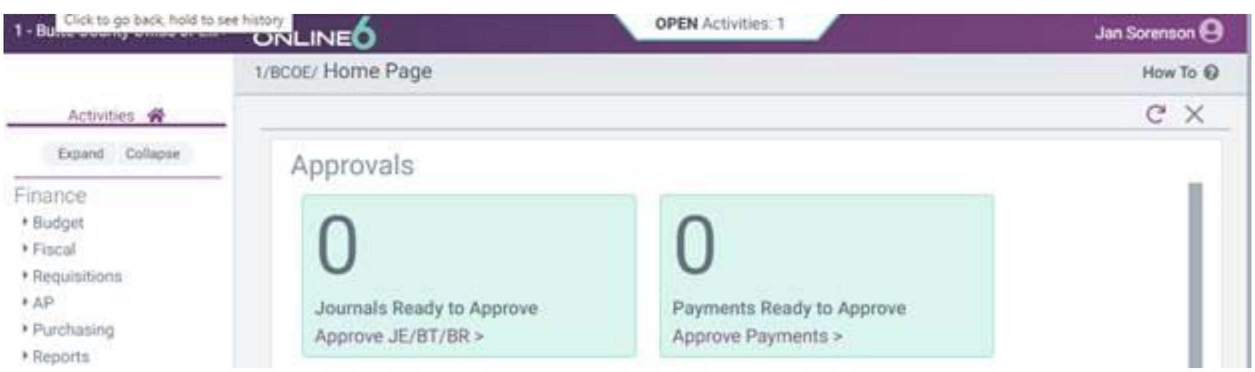


Signing in

After the MFA is setup, when you login, you will be sent a code as part of the MFA process. Enter the number on the screen presented. This will log you into the system.



Dashboard view once you have successfully logged in:



Account Code Structure

Account Code: XX-XXXX-X-XXXX-XXXX-XXXX-XX-XXX-XXXX
1 2 3 4 5 6 7 8 9

Account Code (28 Digits):

1. Fund (2 digits): Identifies the fund that is receiving the revenue, paying the expenditure, or otherwise being affected by the transaction.
2. Resource (4 digits): Tracks those activities that are funded with revenues that have special accounting or reporting requirements or that are legally restricted.
3. Year (1 digit, usually "0"): Identifies the reporting year for a project that has more than one reporting year during the LEA's fiscal year.
4. Object (4 digits): Classifies expenditures by type of commodity or service (ex. Certificated salaries, classified salaries, employee benefits, books and supplies.)
5. Goal (4 digits): Accumulates costs by instructional goals and objectives of an LEA. Groups costs by population, setting, and/or educational mode.
6. Function (4 digits): Identifies activities or services performed to support or accomplish one or more goals or objectives.
7. Site (2 digits): Identifies physical location.
8. Manager (3 digits): Identifies individual responsible for approving transaction.
9. Cost Center (4 digits): Main purpose is to segregate department level budget for schools.

ACCOUNT CODING QUICK REFERENCE GUIDE

FUND = XX RESOURCE = XXXX YEAR = 0 OBJECT = XXXX GOAL = XXXX FUNCTION = XXXX SITE = XX MANAGER = XXX COST CENTER = XXXX

FUND

01-General
11-Adult School
13-Nutrition Services

RESOURCE

Where are the funds coming from?

0000-Unrestricted
0004-MAA
0005-LCFF Supplementa/Concentration
1100-Lottery Unrestricted
1400-EPA
3010-Title I
3310-Federal Special Ed
3550-VEA
3905-Adult Ed 231 ABE/ESL Citizenship
3913-Adult Ed GED
3926-Adult Ed EL Civics
4035-Title II
4201-Title III Immigrant
4203-Title III LEP
4510-Indian Ed
5310-Child Nutrition
5640-Medi-cal Billing
6230-Clean Energy Jobs Act
6300-Lottery Restricted (Instruct Materials)
6387-CTEIG
6391-Adult Ed Block Grant
6500-State Special Ed
6650-Tobacco Prevention
7010-Ag Incentive
7338-College Readiness Block Grant
8150-Maintenance
9012-Career Pathways Butte
9013-Career Pathways Chico Unified
9014-Every 15 Minutes
9015-Project Prisims

YEAR

0

OBJECT

What is being bought/paid for?

0000-Undistributed
1101-Sub Teacher
1102-Teacher Extra-pay
1212-Counselor Extra-pay
2101-Para Educator Subs
2102-Para Educator Extra-pay
2201-Transportation, Cafeteria, Maintenance, Ground, Custodian Subs
2202-Transportation, Cafeteria, Maintenance, Ground, Custodian Extra-Pay
2401-Clerical Subs
2402-Clerical Extra-Pay
2901-Indian Ed Coord, Supple Ed Tech, Campus Supervisor, Computer Tech, AE Navigator subs
2902-Indian Ed Coord, Supple Ed Tech, Campus Supervisor, Computer Tech, AE Navigator Extra-pay
4100-Textbooks
4200-Books (non-textbook), Other Reference Material
4300-Materials and Supplies
4360-4364-For Transportation Dept Use
4400-Equipment with a cost of $500-$4999
4700-For Cafeteria Dept Use (Food)
5200-Travel and Conference
5300-Dues and Memberships
5500's-Utilities
5600-Rents, Leases Repairs
5601-Facilities Rents
5602-Copier/Postage Machine Rents
5603-Copier Maintenance Contracts
5620-Equipment Rentals/Repairs
5630-Computer Repairs
5640-Building Repairs
5800-Other Services
5806-Advertisint
5850-Software Maintenance/Licenses
5900-Communications
6400-Equipment

Goal

What population is being served?

0000-Undistributed
1110-Regular Education
3200-Continuation School
3300-Indpendent Study
3550-Community Day School
3800-Career Technical Education
4110-Adult Education
4630-Adult Career Technical Ed
5750-Special Ed Severe
5770-Special Ed Nonsevere

Function

What service is being provided?

0000-Undistributed
1000-Instruction
1110-Special Ed Seperate Classes
1130-Supplemental Aides (1-1 paras)
1180-Special Ed Non-public School
1190-Other SE Instruct (push-in, tutorials, Diversified Occupations)
2100-Director of Education (Super of Instruct)
2420-Media, Technology, Library
2495-Parent Participation
2700-School-level Administration
3110-Counseling
3120-Psychologists
3130-Attendance and Social Work
3140-Health Services
3600-Transportation
3700-Food Services
3900-Campus Supervision
4100-Co-curricular
4200-Athletics
7100-Board and Superintendent
7200-District Office Admin
8110-Maintenance/Grounds
8200-Custodial
8500-Construction

Site

What site is the purchase/service

00-Unspecified
01-LPHS
02-OHS
03-PHS
04-District Office
05-Harrison Stadium
06-CDS
07-Transportation
08-Maintenance
09-Oroville Adult School Center
10-Chico Adult School Center
11-Adult Transition Center
12-CIS
13-College Connection
15-Non-public school
16-Summer School
17-In-School Suspension
18-Saturday School

Manager

Who is authorizing this

001-Superintendent
002-CBO
003-Director of Ed
100-LP Principal
101-LP Asst. Principal
102-LP Ag Dept Head
103-LP VAPA Dept Head
104-LP English Dept Head
105-LP Home Ec Dept Head
106-LP ITECH Dept Head
107-LP Math Dept Head
108-LP PE Dept Head
109-LP Science Dept Head
110-LP Social Science Dept Head
111-LP Head Counselor
112-LP SDC Dept Head
113-LP CTE Dept Head
114-LP Athletic Director
200-OH Principal
201-OH Asst. Principal
202-OH Ag Dept Head
203-OH VAPA Dept Head
204-OH English Dept Head
205-OH Home Ec Dept Head
206-OH ITECH Dept Head
207-OH Math Dept Head
208-OH PE Dept Head
209-OH Science Dept Head
210-OH Social Science Dept Head
211-OH Head Counselor
212-OH SDC Dept Head
213-OH CTE Dept Head
214-OH Athletic Director
300-Continuing Ed Principal
600-Food Service Director
700-Transportation Director
800-Maintenance Director
900-Director of Alt Ed

Cost Center

What department is the purchase/service for?

0000-Unspecified
0001-District Admin
0002-Ed Services
0003-Site Admin
0004--Super & Board
0005-Business Services
1000-General Instruct
1102-Faculty
1103-Art
1104-Drama
1105-English
1106-Foreign Lang
1107-Health/Dr Ed
1108-Math
1109-Music
1110-PE
1111-Science
1112-Social Studies
1113- Prof Develop
1114-Beg Teacher Training
1115-Collaboration
1116-Remediation
1117-College Readiness
1118-Supple Services
1119-Credit Recovery
1120-Parent Involve
1122-Home/Hospital
1123-Photography
1500-Agriculture
1501-Ag Mechanics
1502-Home Ec
1503-Café' Class
1504-ITECH
1505-Auto
1506-General CTE
1560-VEA Hospitality
1561-VEA Manufacture
1562-VEA Transport
1563-VEA Ag
1564-VEA Child Dev
1565-VEA Engineer
1600-SDC
1601-Spec Acad Instruct
1602-Adaptive PE
1603-DIS Services
2000-Technology
2001-E-rate
2002-Library
2003-Counseling
2004-Attendance
2005-Campus Super
2006-Homeless
2007-Nurse
2008-Social Worker
2009-Psychologist
2010-Speech
2011-Behavior Special
2500-Reg Tranportation
2501-SDC Transportation
2502-Non-Distr Trans
2503-Interprog Trans
3000-Maintenance
3001-Grounds
3002-Deferred Main
3003-SB 1404 Main
3004-Custodial & Oper
3005-Construction
4000-Hall of Fame
4001-Oasis
4002-Athletics
4003-Extra-curricular
4404-Ath Equip Recond

Note - These lists are meant to represent those codes most commonly used. Please contact the DO for additional codes if needed.

Coding Tips:

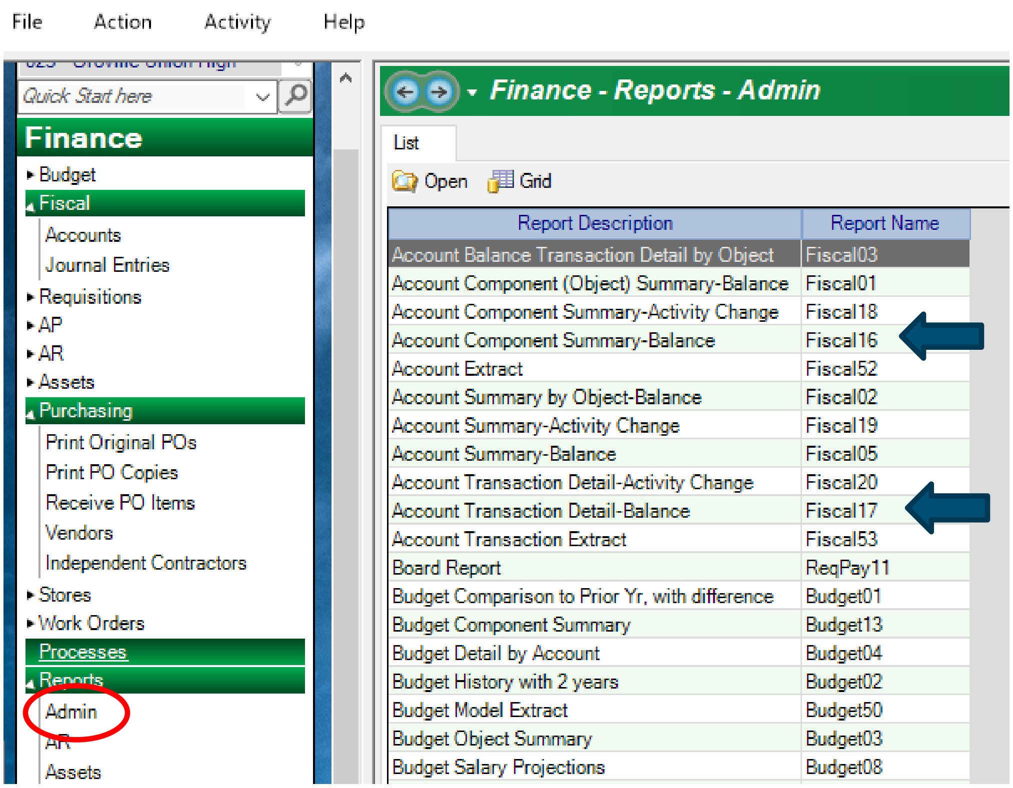
- Expenditures must be coded to the appropriate budget code type. For example, instructional expenses, such as substitute teachers, cannot be coded to site administrative budgets. If the selected budget balance will not support the expense, a request to transfer funds should be submitted to the Assistant Superintendent/CBO.
- At the site level, cost centers are primarily used so that department chairs can track and monitor their own budgets. If a principal is coding an expenditure to their general instructional budget, Cost Center 1000 (instruction) should be used.

Fiscal Reports

From the activity tree, select:

Finance → Reports → Admin

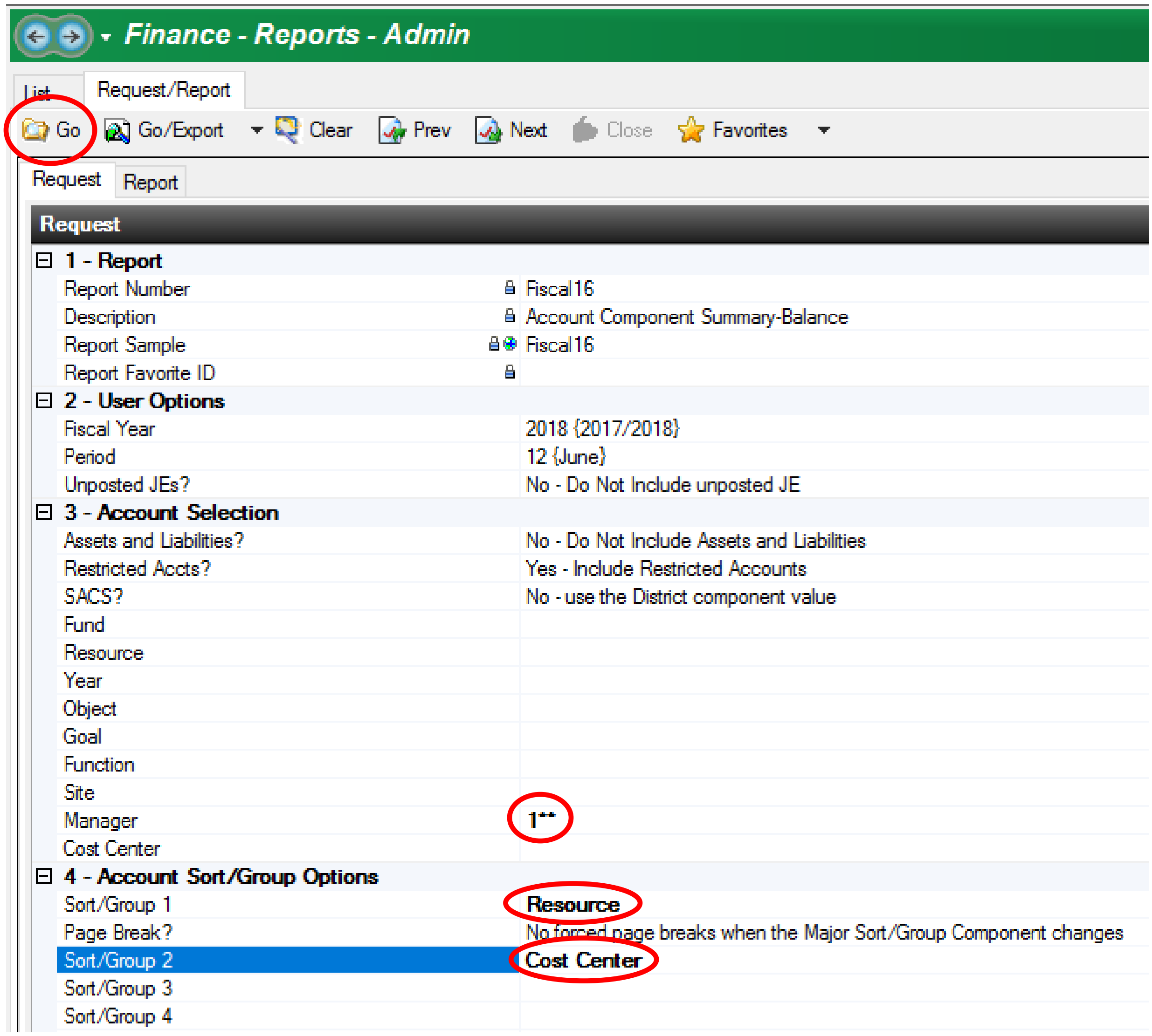
A list of reports will be generated. While there are many reports, we will be using the Account Component Summary - Balance (Fiscal16) and the Account Transaction Detail - Balance (Fiscal17) reports in this example, which may be helpful in assisting you in monitoring your budgets.



Start by opening or double-clicking the Account Component Summary-Balance Fiscal16 report. A Request screen will be generated which can be used to define the accounts you want to look at.

For example:

5. Enter your manager code in the Account Selection section of the screen
6. Sort first by Resource and then by Cost Center in the Account Sort section
    a. In this example, 1** is used as the manager code to generate a report for all of the cost centers that the Las Plumas Principal oversees.
    b. The "*" can be used as a wildcard instead of typing in all of the codes individually.
        i. Some managers only oversee one cost center, so the use of the wildcards may not always be necessary.
    c. The Request screens can be used to search and combine accounts and their components in many different ways
    d. The example used will generate a report of all of the resources and cost centers that a manager controls
7. Click on Go



The report is generated, grouping the budgets by Resource and Cost Center for a summary review of budget balances.

Balances through June						Fiscal Year 2017/18
Cost Center	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Resource **0000 - UnRestrRsrc**						
0000	Unspecified		286.00			286.00
0003	SiteAdministration	11,427.00	19,294.00	1,655.44		17,638.56
1000	GeneralInstruction	44,005.00	57,605.00	1,636.14		55,968.86
1103	Art	2,000.00	2,000.00	752.10		1,247.90
1104	Drama		300.00			300.00
1105	English	2,000.00	2,000.00			2,000.00
1106	ForeignLanguage	1,500.00	1,500.00			1,500.00
1108	Math	2,000.00	2,000.00			2,000.00
1109	Music	700.00	700.00	85.43		614.57
1110	PhyscialEducation	1,000.00	1,000.00			1,000.00
1111	Science	5,000.00	5,000.00			5,000.00
1112	SocialStudies	2,000.00	2,000.00			2,000.00
1123	Photography	550.00	550.00			550.00
1500	Agriculture	4,149.00	10,113.00			10,113.00
1501	AgricultureMechanics		998.00			998.00
1502	HomeEconomics	2,400.00	2,400.00			2,400.00
1503	CaféClass		80.00			80.00
1504	IndustrialTechnology	2,000.00	4,713.00			4,713.00
2002	Library	500.00	1,043.00			1,043.00
2003	Counseling	3,000.00	3,000.00	72.39		2,927.61
2004	Attendance	3,000.00	3,000.00	150.00		2,850.00
2005	CampusSupervision	800.00	1,223.00	200.00		1,023.00
3004	Custodial&Operations	500.00	2,900.00			2,900.00
4002	Athletics	2,000.00	2,000.00			2,000.00
	Total for Resource 0000 and Expense accounts	**90,531.00**	**125,705.00**	**4,551.50**	**.00**	**121,153.50**
Resource **0005 - SupConcetration**						
1103	Art	4,000.00	4,000.00			4,000.00
1500	Agriculture	14,000.00	11,527.00			11,527.00
4002	Athletics	8,500.00	33,467.00	664.14		32,802.86
	Total for Resource 0005 and Expense accounts	**26,500.00**	**48,994.00**	**664.14**	**.00**	**48,329.86**
Resource **1100 - LotteryUnrestr**						
2000	Technology	13,320.00	25,883.00	344.36		25,538.64
4002	Athletics	6,390.00				

There are times when more detail is required. The Account Transaction Detail - Balance Report Fiscal17 can be useful for such instances.

Open or double-click the Fiscal17 report. Insert the same search criteria used above on the Request screen. The report generated will provide detail for the specified accounts. In this example, the detail for the LP Admin budget is displayed.

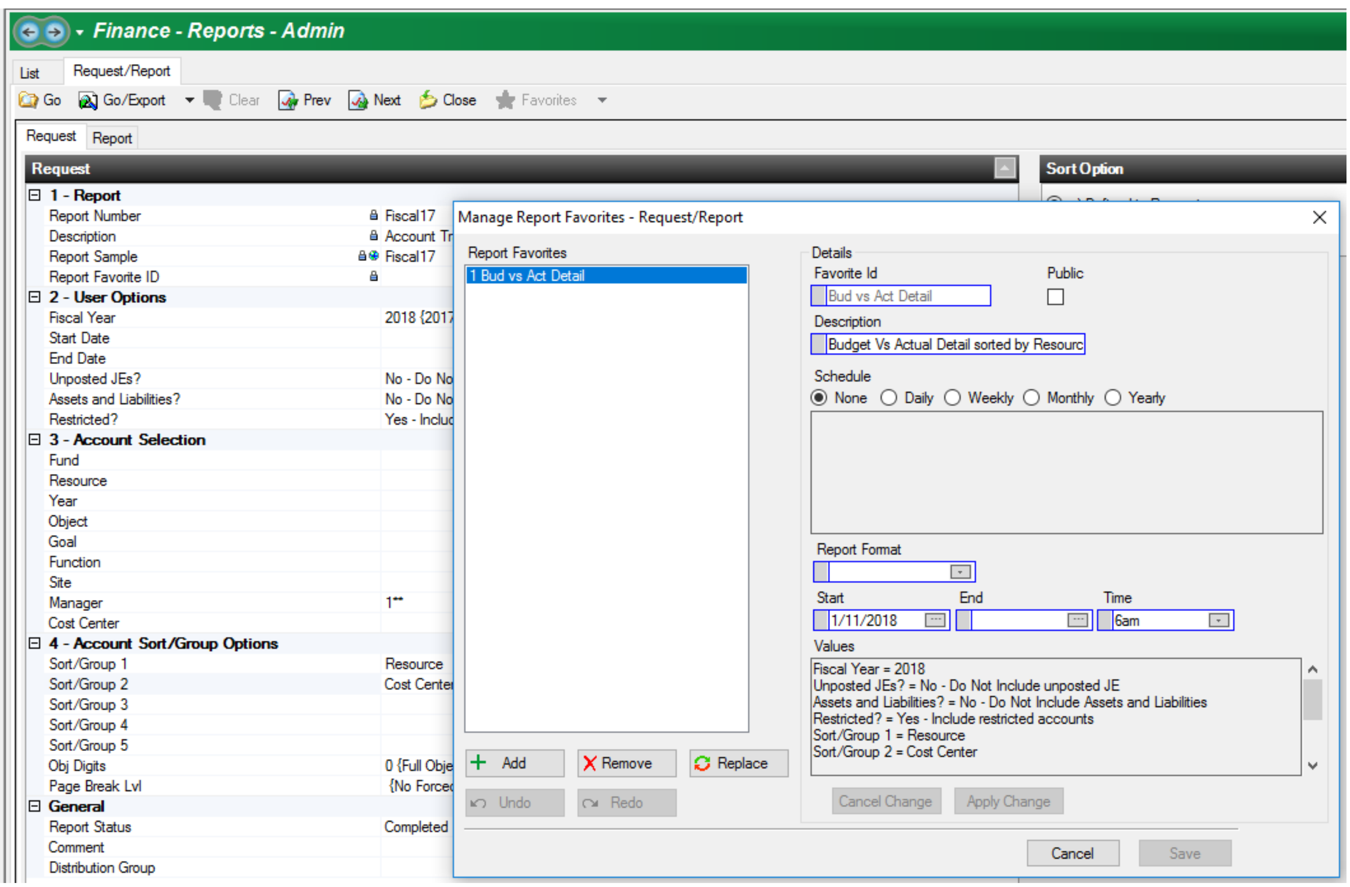
Fiscal17a **Account Transaction Detail-Balance**

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Detail for Dates 07/01/2017 to 06/30/2018									**Fiscal Year 2017/18**
Resource **0000 - UnRestrRsrc**, Cost Center **0000 - Unspecified**									
01-0000-0-4300-1110-1000-00-100-0000 UnRestrRsrc,MaterialSuppi									
		BR18-00002	2018 1i Budget Revisions	10/30/17		286.00			286.00
			Total for Cost Center 0000 and Expense accounts		**.00**	**286.00**	**.00**	**.00**	**286.00**
Resource **0000 - UnRestrRsrc**, Cost Center **0003 - SiteAdmin**									
01-0000-0-4300-0000-2700-01-100-0003 UnRestrRsrc,MaterialSuppi									
		BA18-00002	Original Budget Import From IFAS	07/01/17	1,427.00	1,427.00			1,427.00
		BR18-00002	2018 1i Budget Revisions	10/30/17		7,867.00			9,294.00
PO18-00012	Office Depot	EN18-00001	supplies	01/03/18			59.37		9,234.63
PO18-00021	Jostens//announcement	EN18-00031	Diploma Covers	01/04/18			1,596.07		7,638.56
PO18-00012	Office Depot	EN18-00046	supplies	01/05/18			59.37-		7,697.93
PO18-00012	Office Depot	EN18-00047	supplies	01/05/18			59.37		7,638.56
PO18-00021	Jostens//announcement	EN18-00096	Diploma Covers	01/05/18			1,596.07-		9,234.63
PO18-00021	Jostens//announcement	EN18-00106	Diploma Covers	01/05/18			1,596.07		7,638.56
			Account Total	06/30/18	1,427.00	9,294.00	1,655.44	.00	
01-0000-0-5200-0000-2700-01-100-0003 UnRestrRsrc,TravlConferen									
		BA18-00002	Original Budget Import From IFAS	07/01/17	5,000.00	5,000.00			5,000.00
01-0000-0-5900-0000-2700-01-100-0003 UnRestrRsrc,Communicaiton									
		BA18-00002	Original Budget Import From IFAS	07/01/17	5,000.00	5,000.00			5,000.00
			Total for Cost Center 0003 and Expense accounts		**11,427.00**	**19,294.00**	**1,655.44**	**.00**	**17,638.56**

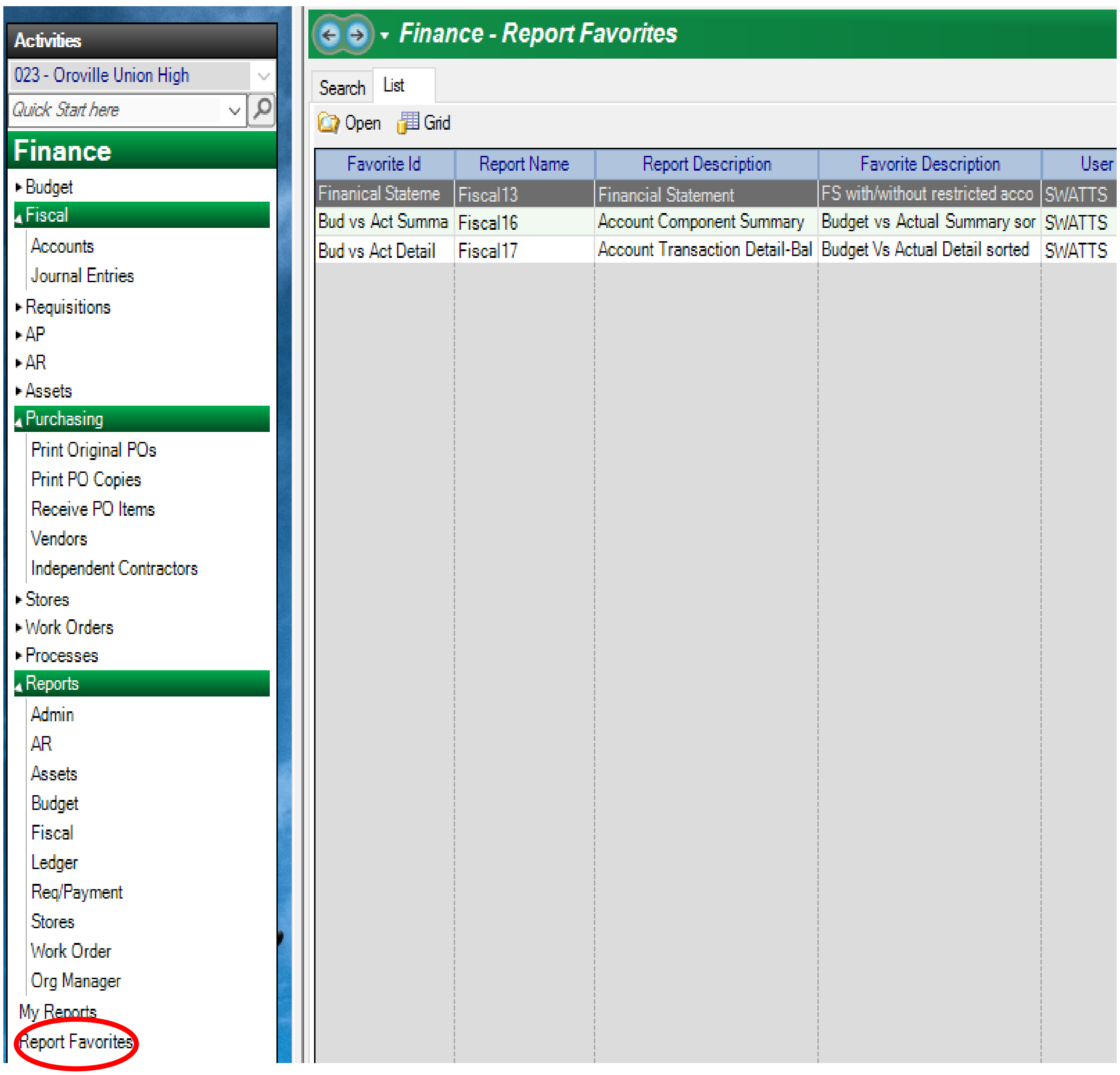
Saving Report Favorites

Reports that are used often can be saved in Report Favorites. On the Reports Request screen, input the report parameters you wish to save. Click on the Favorites drop-down box and select Manage. The Manage Reports Favorites screen will appear. From here, click the Add button. Change the name of the favorite and click the Apply Change button to save the new name.

Click Save.

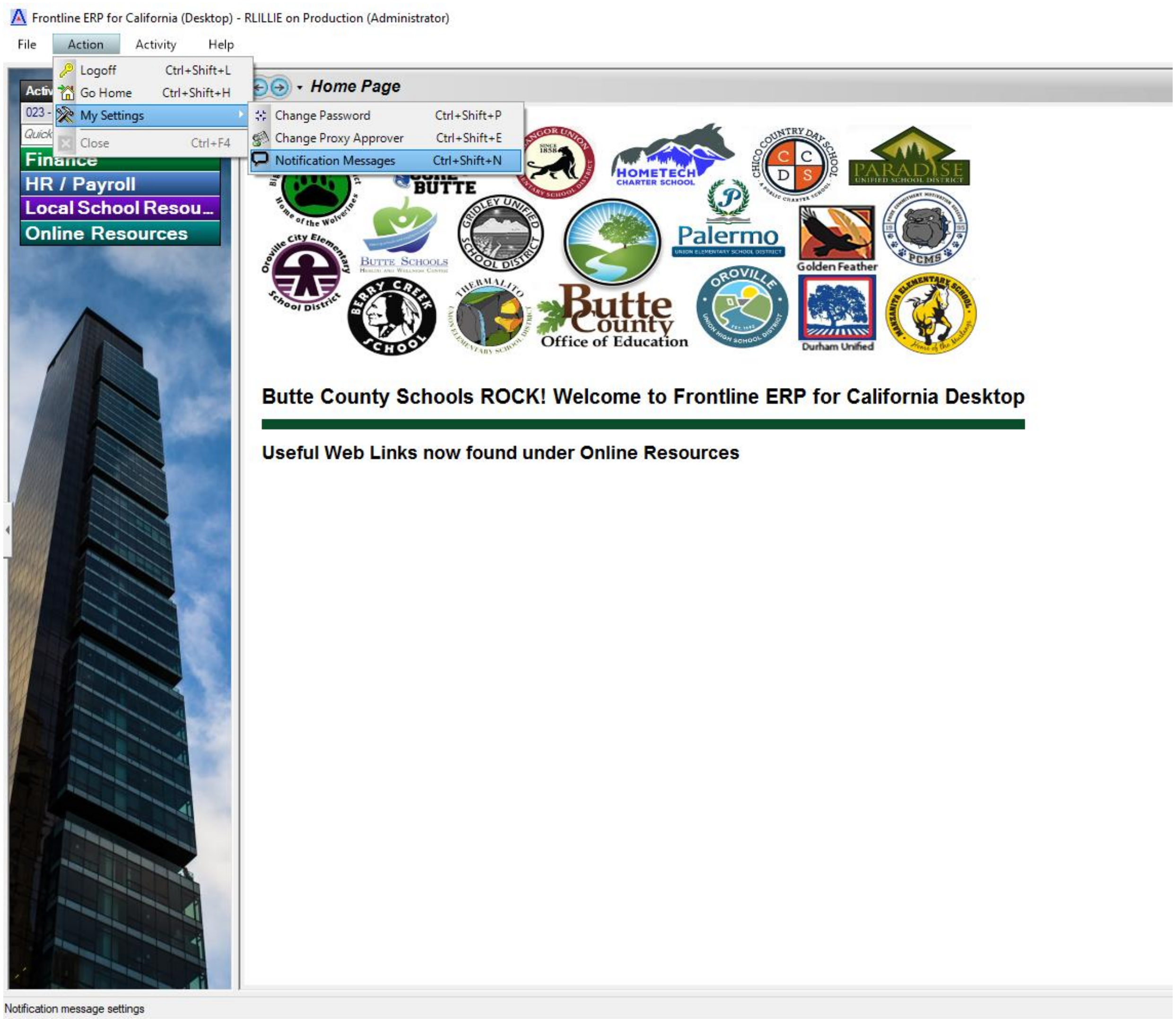


Your saved reports can be accessed from the activity tree by clicking on Report Favorites and then clicking Go. A list of your saved favorite reports will be generated from which you can choose from and avoid having to access the report through the reports menu.

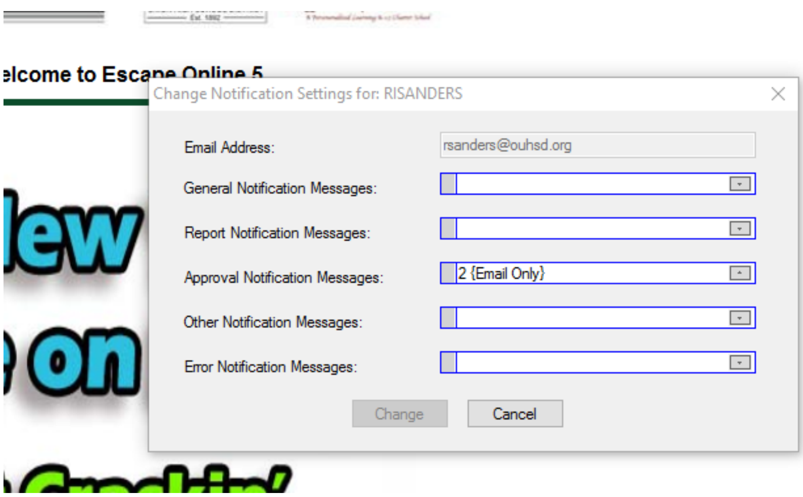


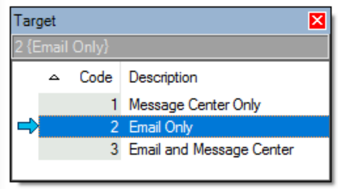
Changing Escape Notification Preferences

Escape home page → My Settings → Notification Messages

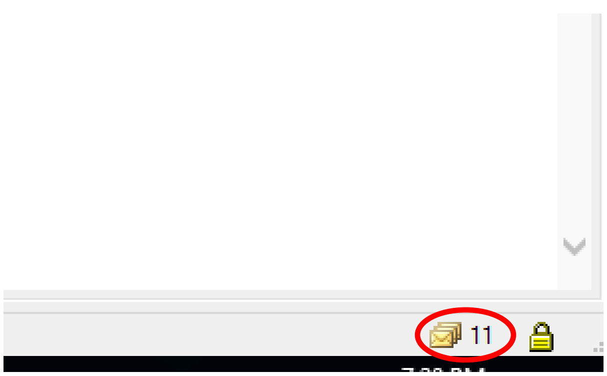


Set notification preferences





If Message Center is selected, notifications will show on the lower right-hand corner of the Escape home page. Double click on the icon to enter the message center.



SECTION V
ACCOUNTS PAYABLE

Reimbursement Forms

The reimbursement claim form may be used in those instances when processing a purchase order is not practical or if a particular vendor does not accept purchase orders. Reimbursement claim forms should generally be used as a last resort, not as an alternative to the purchase order process. Reimbursement amounts are limited to a $200 **outstanding** balance at any given time.

Professional development must be approved prior to paying registration, booking flights or making hotel reservations. You must submit a Professional Development Request Form to begin the approval process. The Travel Expense Reimbursement Form is completed for any mileage, lodging, parking and meal expenses that occur while traveling to, during and from a work related event. The specific purpose of the travel/conference must be included when submitting the form. Receipts for meals are not required and will be paid at the current per diem individual meal rates (not to exceed the daily total amount) listed on the reimbursement form. Reimbursements for meals will not be paid when the conference or event is providing them. Mileage reimbursements will be made at the current IRS standard mileage rate.

Board Policy 3550 states that the most logical and least expensive option for transportation must be used, with consideration given to distance, time and total cost. For required overnight stays, the district will only pay for a standard single room for individual employees. Employees are expected to share a room with other employees attending the same event when possible.

The district does not reimburse for personal expenses, including: tips, alcohol, entertainment, laundry, expenses incurred from non-district employees accompanying employees, personal losses, or traffic violation fees.

All reimbursement forms must be submitted within 60 days of the expense incurred.

****The Travel Expense form and Reimbursement Claim form must be completed electronically and can be found on the district website:**

Ouhsd.org → District Forms → Business Office → Financial Forms

****The Professional Development Request form must be completed electronically and can be found on the district website:**

Ouhsd.org → Staff Resources → PD Request Form

Expenditures & Purchases

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the purchaser may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

The California Public Contracts Code Section 20111 has established a threshold of $119,100 for any purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district (excluding construction services.) Bids must be solicited for purchases meeting this threshold. You must contact the Chief Business Official for assistance with this process.

All purchases with an individual cost of $10,000 or more, which are made using federal funds, must go through the capital outlay approval process. You must contact the Chief Business Official for assistance with this process.

Gift Cards

Purchasing gift cards for any purpose are strictly prohibited unless specifically authorized by the Chief Business Official.

Gift cards should never be purchased for use by any district employee to purchase any goods or services on behalf of the district.

Any purchases of gift cards with district funds without prior approval or in violation of these procedures may become the personal financial responsibility of the employee.

When authorized, gift cards are subject to strict accounting policies. All gift cards must be treated like cash with specific accounting procedures including inventory tracking and signatures showing final receipt of the gift card by the final recipient. All accounting procedures for the purchase of gift cards must be approved by the Chief Business Official or designee.

Gift of Public Funds

The California Constitution, Article 16, section 6 prohibits public agencies, including school districts, from making a gift of public funds to any individual (including public employees), corporation, or even to another government agency. The prohibition against gifts of public funds is in place to ensure accountability to constituents and to prevent misuse of this public money.

Public Scrutiny Test: *Would the tax-paying public view the expenditure as necessary to support public education?*

An expenditure that does not have an obvious benefit or connection to education of the district's pupils should be carefully reviewed. For purposes of approval of district orders for payment, a governing board's expenditure of funds will not be considered a gift of public funds if one of the following is true:

- The legislature has provided that a school board must or may make such an expenditure
- The expenditure falls under a specified exemption (ex. Joint Powers Agreement)
- The district's governing board has found and determined that the expenditure serves a public education purpose.

Expenditures of school funds must be for a direct and primary public purpose to avoid being a gift. An approved public purpose must be within the scope of a school district's jurisdiction and purpose, which does not extend to purposes such as aid to the indigent or the promotion of social welfare.

Public funds may be expended only if a direct and substantial public purpose is served by the expenditure and private individuals are benefited only incidentally to the promotion of the public purpose. Expenditures that most directly and tangibly benefit students' education, as determined by the governing board, are more likely justified. Expenditures driven by personal motives are not justified even if they have been a longstanding local custom or are based on benevolent feelings.

Examples of Unallowable Expenditures:

- A social gathering where a meal is provided for employee recognition such as for teacher appreciation, secretary day, etc.
- Contributions or donations to religious, community, charity, or other non-profit groups
- Purchase of flowers for personal gift

- Giving of flowers or items to convey compassion, sympathy or meet a perceived moral obligation
- Presents or gifts to anyone including employees, volunteers, or students
- Alcohol
- Holiday or other staff parties or picnics
- Employee reimbursement for mileage from their residence to place of work

Although the analysis may be somewhat confusing and unclear at times, in the world of public education, expenses are most likely justified when they will directly benefit the education of students in the district. The best way to guard against "gift of public funds" issues is to follow board policy.

District Credit Cards

Cards may only be used for official business and will not be used for any unauthorized or personal purchases. Any purchases done without prior approval or in violation of these procedures may become the personal responsibility of the employee. If the card is used for personal purposes, the cardholder shall reimburse the District immediately. Any deviation from the procedures listed below require Chief Business Official approval. Please contact Accounts Payable for any questions regarding these procedures.

- Cards will not be provided for use to any other individual.
- District credit cards should never be used to circumvent established purchasing procedures.
- Purchase will be aligned to the funding source and district objectives.
- It is the card holder's responsibility to submit all detailed receipts and packing slips to Accounts Payable within two (2) business days of making a purchase.
- Tips for meals or services should never be included in credit card charges.
- ASB purchases are not to be charged to a district credit card.

- The Cal Card owner must follow-up immediately with US Bank for fraudulent charges and lost or stolen cards. The US Bank customer service number is: 1-800-344-5696. You must notify the Chief Business Official if this occurs.

If Cal Card receipts are still outstanding by the 24th of the month, the applicable card will be disabled until receipts are submitted to Accounts Payable. Supporting documentation must be coded. Include the purpose of the expenditure if the charge is for food or meals.

Federal Grants

Expenditures from federal grants are subject to a higher level of scrutiny. The District's Internal Control Manual for Federal Grants was developed to identify the fiscal controls and measures that are in place to ensure all requirements are met.

This sets forth the policies and procedures used by the Oroville Union High School District to administer federal funds. It contains the internal controls and grant management standards used by the District to ensure that all federal funds are lawfully expended. It describes in detail the District's financial management system, including cash management procedures, procurement policies, inventory management protocols, procedures for determining the allowability of expenditures, time and effort program funds are expected to review this manual to gain familiarity and an understanding of the District's procedures and practices. The controls are designed to ensure compliance with the U.S. Education Department's General and Administrative Regulations (EDGAR).

It includes references to the Code of Federal Regulations (CFR) to identify the specific citation in the regulations.

It also supports the board policy governing federal grant funds (AR 3230).

The Internal Control Manual for Federal Grants can be found on the District's website under District Forms → Federal Grants (found on the left hand side Menu) or by searching "Federal Grants" in the website search bar.

Fixed Asset Management Program (FAMP)

The District's fixed asset management program is used to record and track any purchase of equipment or facility improvement with an individual cost of $1500 or more (including tax and shipping). All fixed asset purchases must be made using the District's expenditure procedures. Fixed asset items purchased by the Associated Student Body or their individual clubs are also tracked in FAMP.

When an item is purchased that meets the fixed asset threshold it must be recorded into the District's FAMP system. The purchaser is responsible for submitting a FAMP Purchase Form for any new applicable item to the Administrative Technician at the District Office. In addition, a barcode sticker must be placed on the item prior to putting the item into use. The purchaser can request a barcode sticker from the principal's administrative secretary at each site. If the item will not hold a barcode sticker then the barcode number assigned must be written on the item in a clear manner.

Items with a value of $1500 or more that are donated to the District or Associated Student Body must also be placed in the FAMP system. The item being donated must be approved by the governing board.

Any district-owned personal property that is unusable, obsolete, or no longer needed, must be presented to the governing board to approve for disposal. The board will determine whether the property will be donated, sold, or otherwise disposed of as prescribed by law and board policy. The individual requesting for the items to be disposed of must complete the FAMP Disposal Form and submit it to the Administrative Technician to be placed on the board agenda. If approved, the Administrative Technician will notify the requestor of the board's decision and the items will be removed from the FAMP system. These items must then be disposed of in the approved manner and removed promptly from district property.

The FAMP Purchase Form and FAMP Disposal Form can be found on the District's website under District Forms → Business Forms → FAMP

Any questions regarding fixed assets should be directed to the Administrative Technician.

Escape

Desktop Version

Web Version

Purchases are initiated by creating a requisition in Escape.

The Chief Business Official can be contacted to request initial user access. Escape will be installed on your work computer, but can also be accessed offsite with Escape Online 6. Online 6 can be used to create basic requisitions and make approvals. While the screens may not work well with phones, using home computers, laptops and tablets allows user access without having to physically be in the district.

(See page 25 for Escape 6 instructions)

Purchasing – Keys to Success

- Be sure to fill out the requisition form completely to avoid having the form sent back or denied for missing information.

- Purchase Orders for conferences and/or workshops must include:
  - Name of the conference/workshop
  - Dates of the conference/workshop
  - Location of the conference/workshop
  - Attendees of the conference/workshop
  - Copy of the flyer/agenda announcing the workshop

- Each individual item should be listed as a separate line item on the requisition.

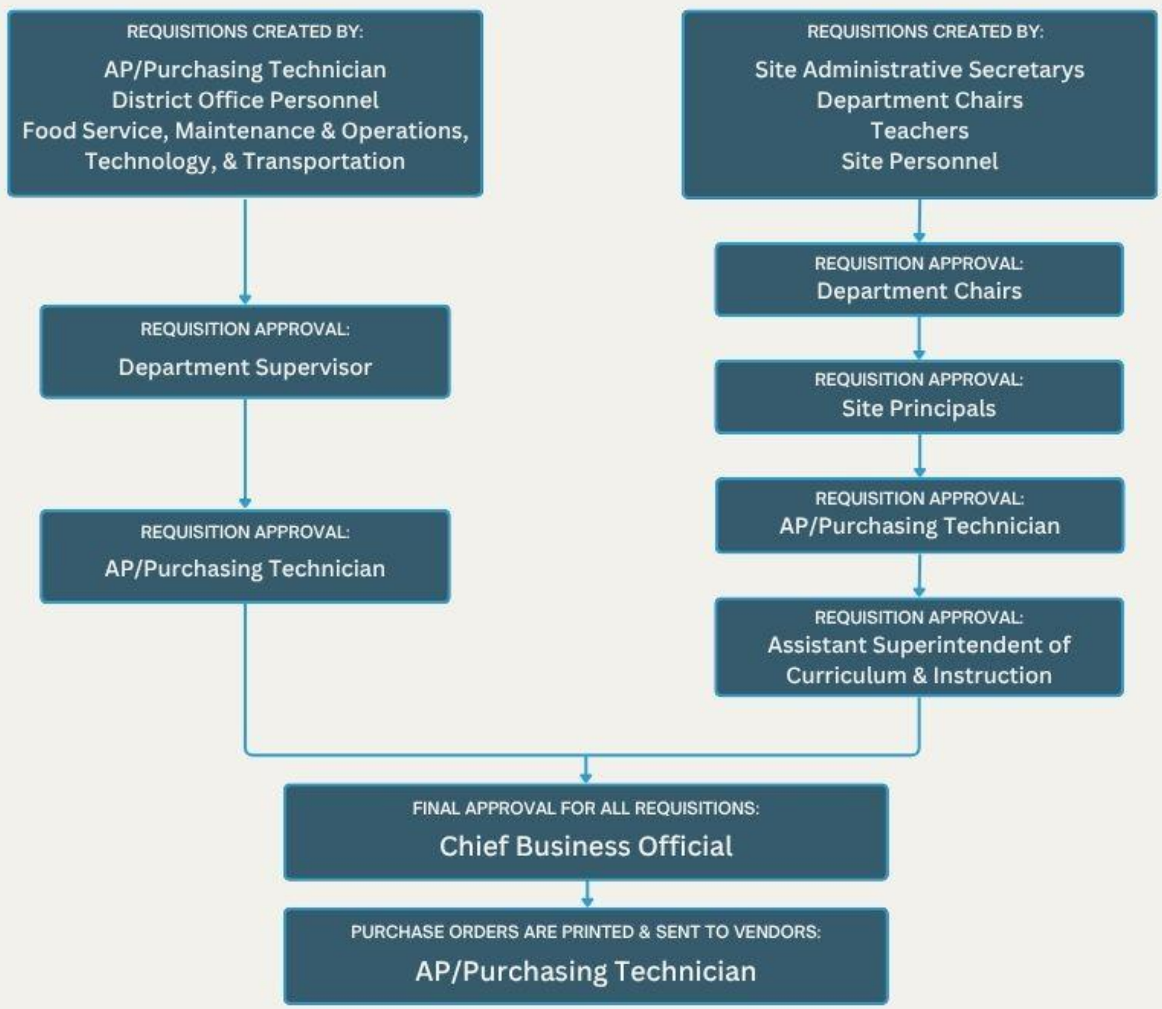
- You must attach the quote or item order list to the requisition and it should match your items you listed under the items tab.

- Check to make sure that the correct tax rate for your site is entered on the requisition.

- For vendors that are not set up in Escape, please remember to get a current signed W9 form from them.

Additional help can be provided by the Accounts Payable Technician.

Work Flow of Purchase Requisitions



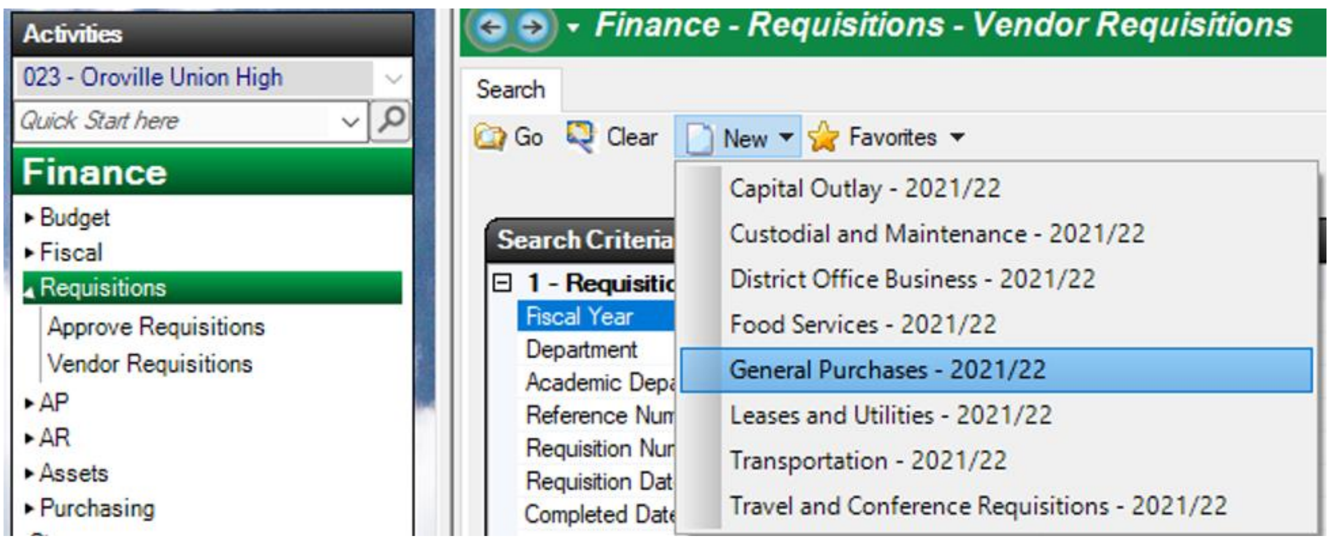
Updated: 8/14/26

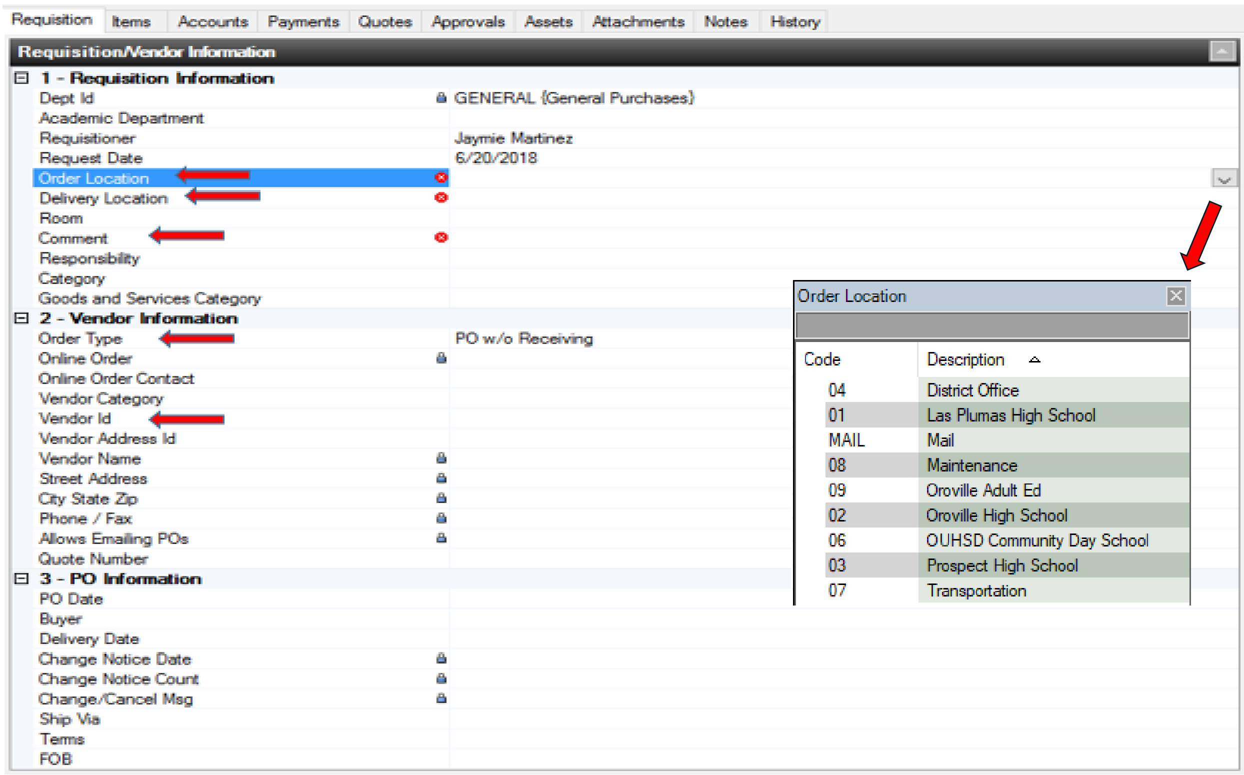
Creating a Requisition

From the activity tree, select:

Finance → Requisitions → Vendor Requisitions → New

1. A drop down list will appear when New is selected.
    a. Selection choices are: Custodial & Maintenance, Dist Office Business, Food Service, General Purchases, Leases & Utilities, Transportation or Travel and Conference.
    b. **The majority of the users will use General Purchases.**





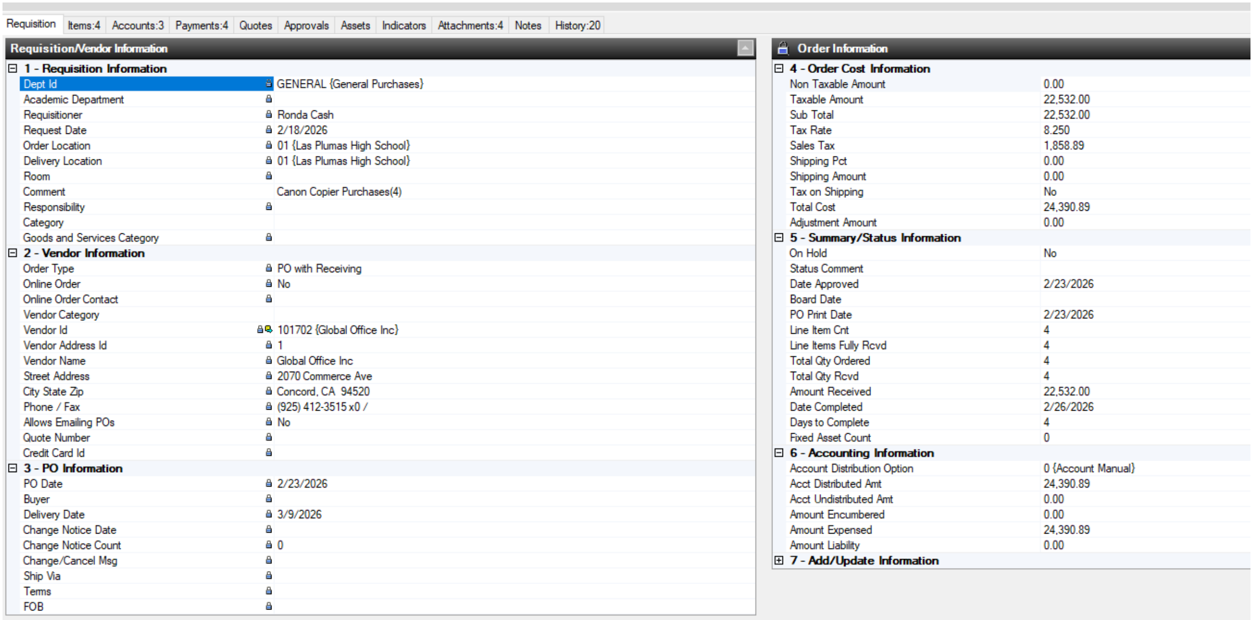
2. After making your selection, you will enter the requisition screen.
    a. The mandatory items on the Main screen, the order type and vendor ID, the Items tab and the Accounts tab must be completed to successfully submit a requisition for approval.
    b. Select an order location from the drop-down list on the right side of the screen of the Order Location field. Double-click the appropriate location or type the number in and hit enter.
    c. Type a comment on the Comment line to describe what is being purchased

d. Complete the Order Type field by clicking on the drop-down list and double-clicking the appropriate selection. The choices are:
    i. Blanket P.O. – very few blanket P.O.s will be issued to non-DO staff
        1. Exceptions to this are Cal Card requisitions that are completed to reserve funds for card use, as well as requisitions for the Maintenance & Operations, Nutrition Services, Technology, and Transportation departments
        2. Please confirm with Accounts Payable staff prior to using this selection
    ii. Direct Payment – only to be used by Accounts Payable staff
    iii. P.O. w/o Receiving – use this when you will not be receiving physical items, such as for services or travel expenses, dues or membership fees
    iv. P.O. with Receiving – use this when you will be receiving a physical item for which Accounts Payable staff must be notified upon receipt
    v. Travel and Conference – we do not use this selection

e. Next, you will select a Vendor ID
    i. Type the first two letters of a vendor's name to can access a drop-down box on the right side of the field from which the vendor is selected
    ii. If you do not find your vendor, enter 9999 for the code

f. For LPHS requisitions, make sure to change the tax rate to the correct rate on the right-hand side.

A completed Requisition Cover Tab should look similar to this:



Requisition | Items:4 | Accounts:3 | Payments:4 | Quotes | Approvals | Assets | Indicators | Attachments:4 | Notes | History:20

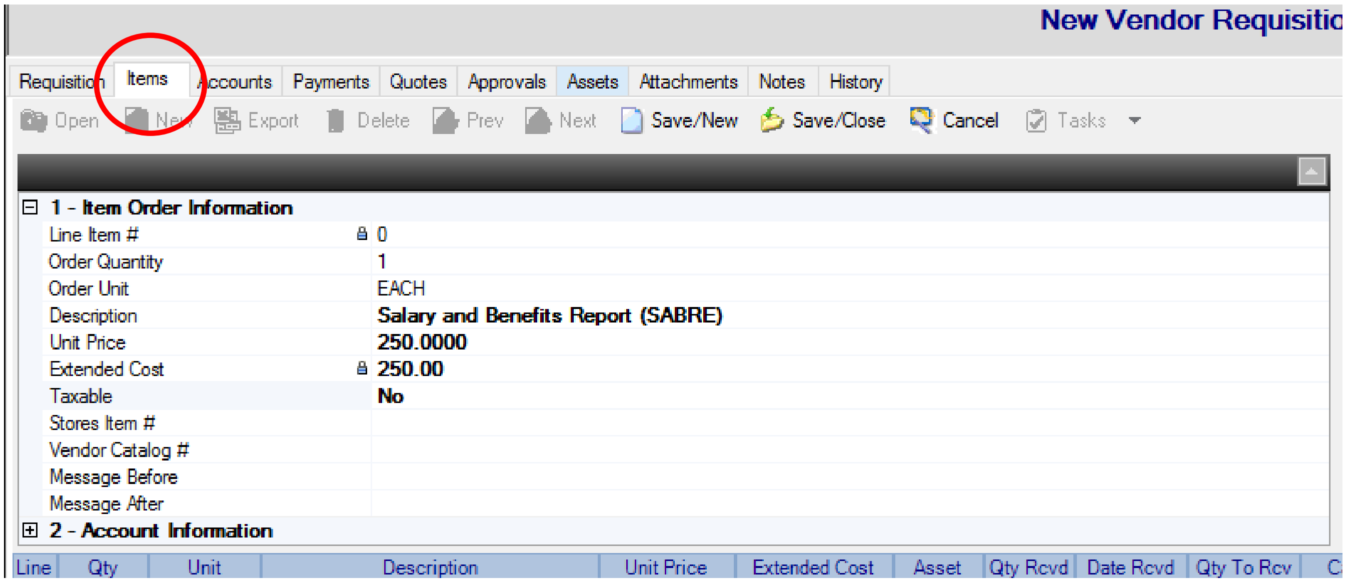
Requisition/Vendor Information

1 - Requisition Information	
Dept Id	GENERAL {General Purchases}
Academic Department	
Requisitioner	Ronda Cash
Request Date	2/18/2026
Order Location	01 {Las Plumas High School}
Delivery Location	01 {Las Plumas High School}
Room	
Comment	Canon Copier Purchases(4)
Responsibility	
Category	
Goods and Services Category	
2 - Vendor Information	
Order Type	PO with Receiving
Online Order	No
Online Order Contact	
Vendor Category	
Vendor Id	101702 {Global Office Inc}
Vendor Address Id	1
Vendor Name	Global Office Inc
Street Address	2070 Commerce Ave
City State Zip	Concord, CA 94520
Phone / Fax	(925) 412-3515 x0 /
Allows Emailing POs	No
Quote Number	
Credit Card Id	
3 - PO Information	
PO Date	2/23/2026
Buyer	
Delivery Date	3/9/2026
Change Notice Date	
Change Notice Count	0
Change/Cancel Msg	
Ship Via	
Terms	
FOB	

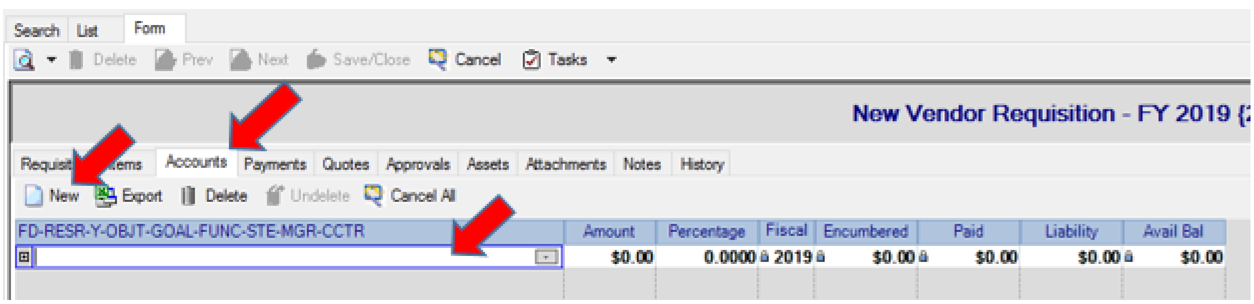
Order Information

4 - Order Cost Information	
Non Taxable Amount	0.00
Taxable Amount	22,532.00
Sub Total	22,532.00
Tax Rate	8.250
Sales Tax	1,858.89
Shipping Pct	0.00
Shipping Amount	0.00
Tax on Shipping	No
Total Cost	24,390.89
Adjustment Amount	0.00
5 - Summary/Status Information	
On Hold	No
Status Comment	
Date Approved	2/23/2026
Board Date	
PO Print Date	2/23/2026
Line Item Cnt	4
Line Items Fully Rcvd	4
Total Qty Ordered	4
Total Qty Rcvd	4
Amount Received	22,532.00
Date Completed	2/26/2026
Days to Complete	4
Fixed Asset Count	0
6 - Accounting Information	
Account Distribution Option	0 {Account Manual}
Acct Distributed Amt	24,390.89
Acct Undistributed Amt	0.00
Amount Encumbered	0.00
Amount Expensed	24,390.89
Amount Liability	0.00
7 - Add/Update Information	

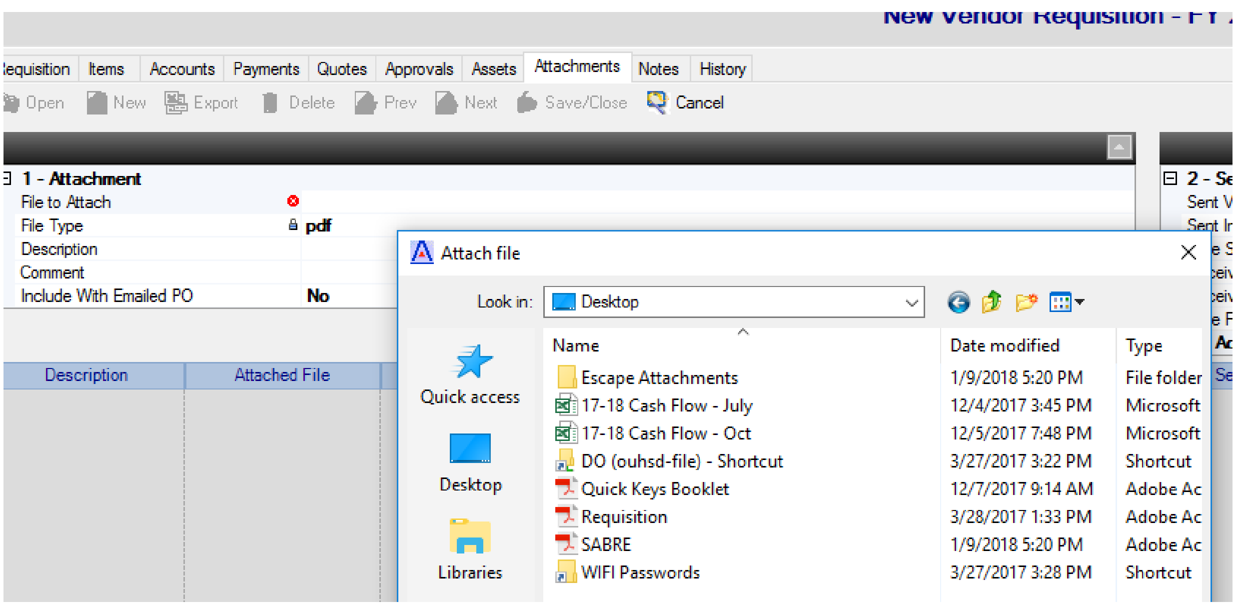
3. Select the Items tab
    a. Click on New.
        i. Enter the Order Quantity
        ii. Add description of the item being purchased
        iii. Enter the Unit Price
        iv. Indicate whether the purchase is Taxable (make sure to only put the amount before taxes)
    b. If entering only one item, click on Save/Close
    c. If entering multiple items, click on Save/New and enter each item to be purchased
        i. After the last item you will then click Save/Close
        ii. If there are many items to be purchased, “See Attached List” can be typed into the Description field, with a qty of 1 and total amount of the purchase in the Unit Price field. You must attach a list of items using the Attachments tab
    d. If you are purchasing an item and out-of-state sales tax is not charged by the vendor, you will still indicate that sales tax is applicable



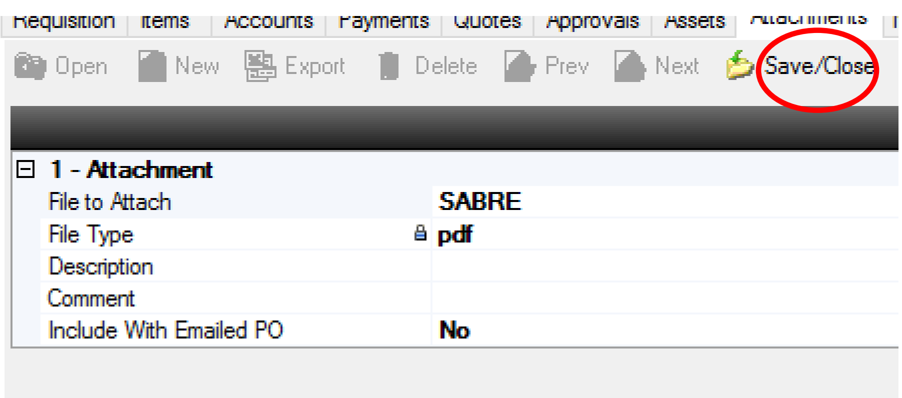
4. Click on the Accounts tab,
    a. Select New
        i. Enter the appropriate account code for your purchase.



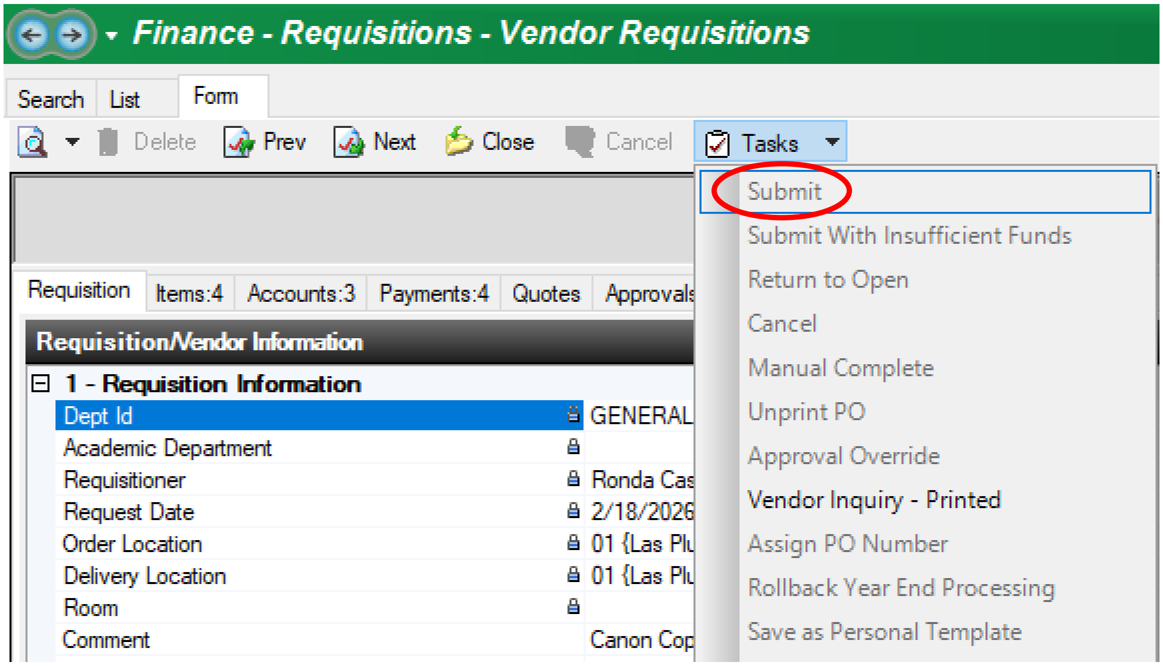
5. Include an attachment with your requisition
    a. Scan your document or download it to your computer
    b. Click on the Attachments tab, then click New
        i. Click on the drop-down box on the far right of the “File to Attach” field
        ii. Find the file saved on your computer and double-click it to select.



c. The file is now attached to the requisition, Click Save/Close



6. Click on Tasks
    a. Select Submit
        i. The requisition's status will change to submitted

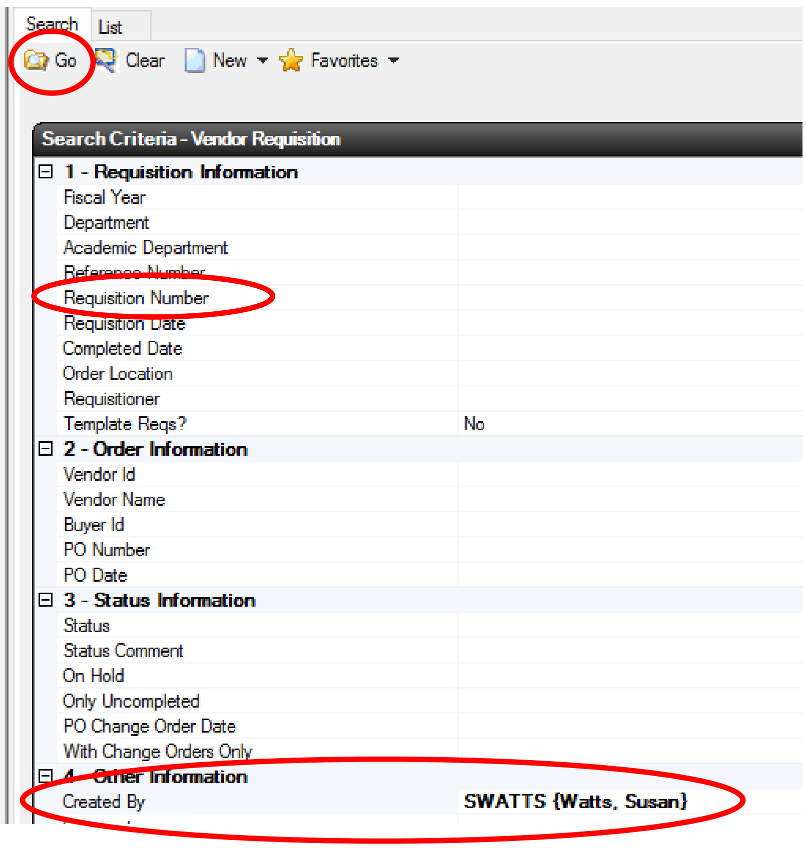


If it gives you an error saying it can't be submitted due to insufficient funds, save/close it and email the Accounts Payable Technician with the requisition number for submission.

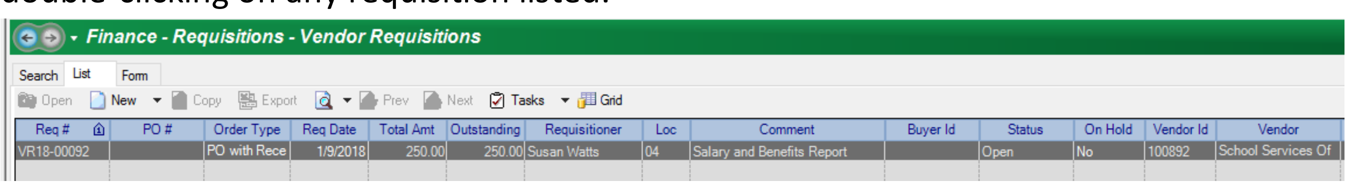
Viewing a Requisition

Go to Finance → Requisition → Vendor Requisition

Either type in the VR# or your last name but make sure you put the fiscal year you are researching it for. Then hit Go.



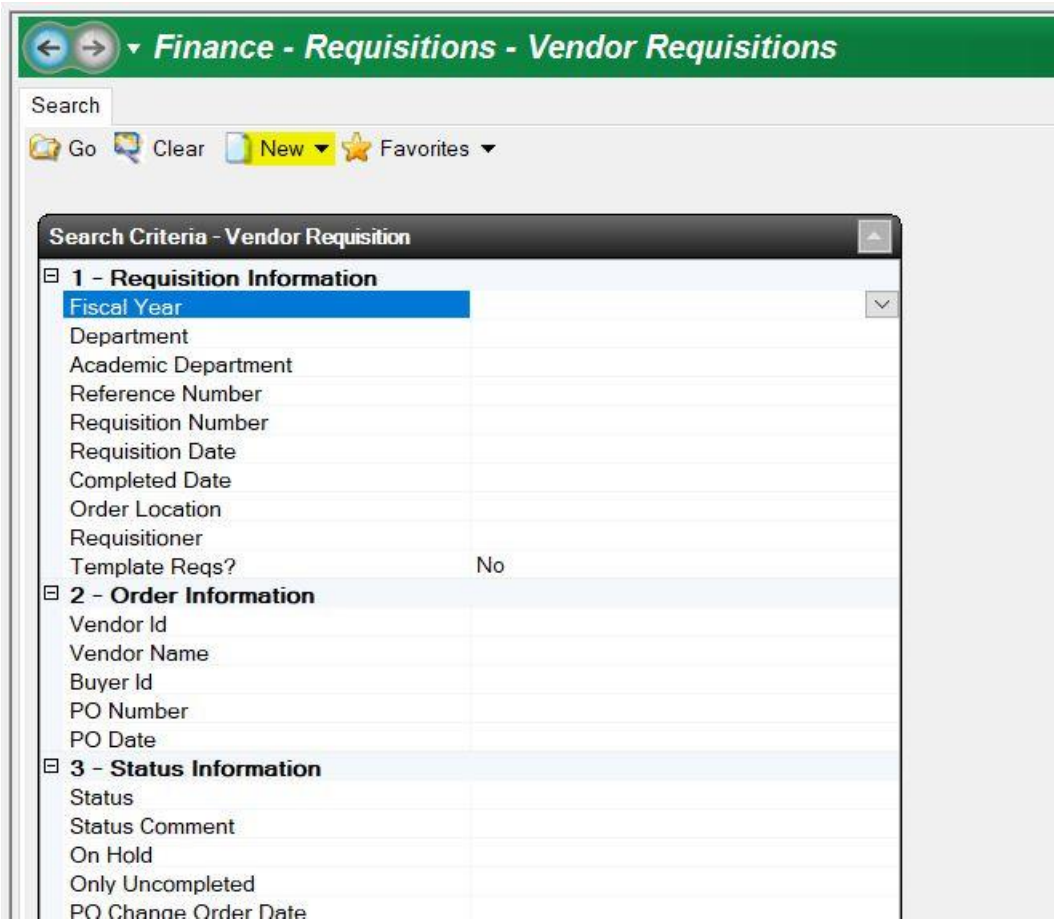
The status of the requisition can be seen from the resulting list. You can review the requisition, where it is in the approval process, attachments or notes by double-clicking on any requisition listed.



Ordering from Amazon

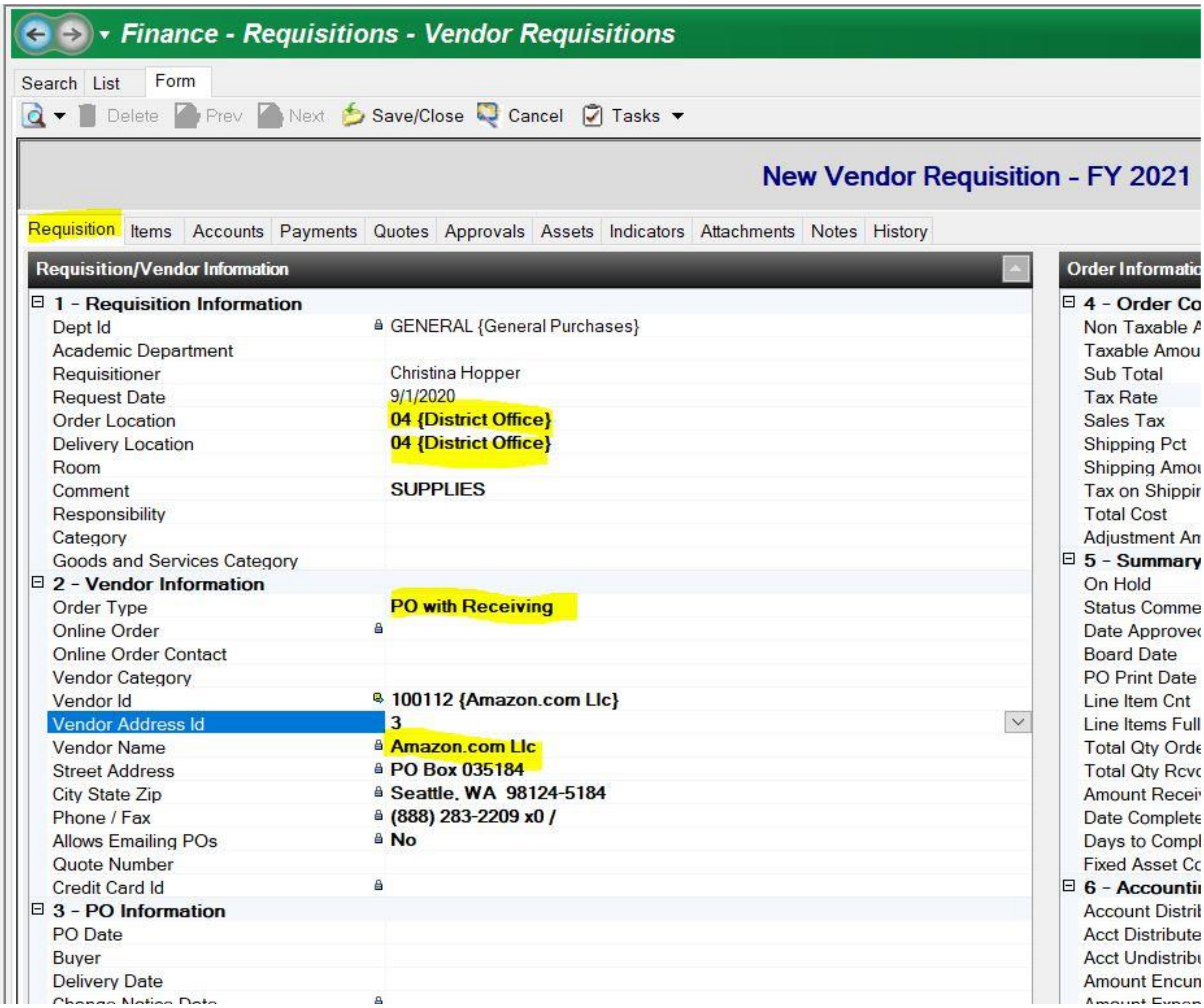
Finance

Requisition → Vendor Requisition → New

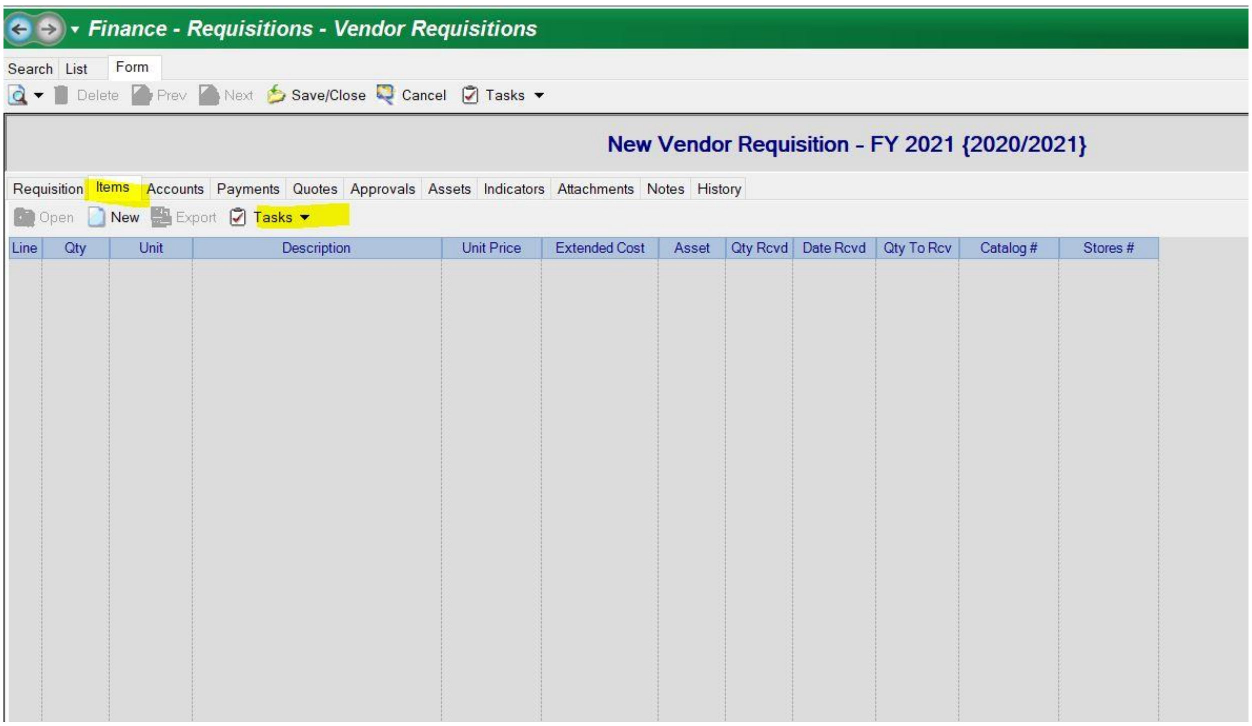


10. Requisition tab

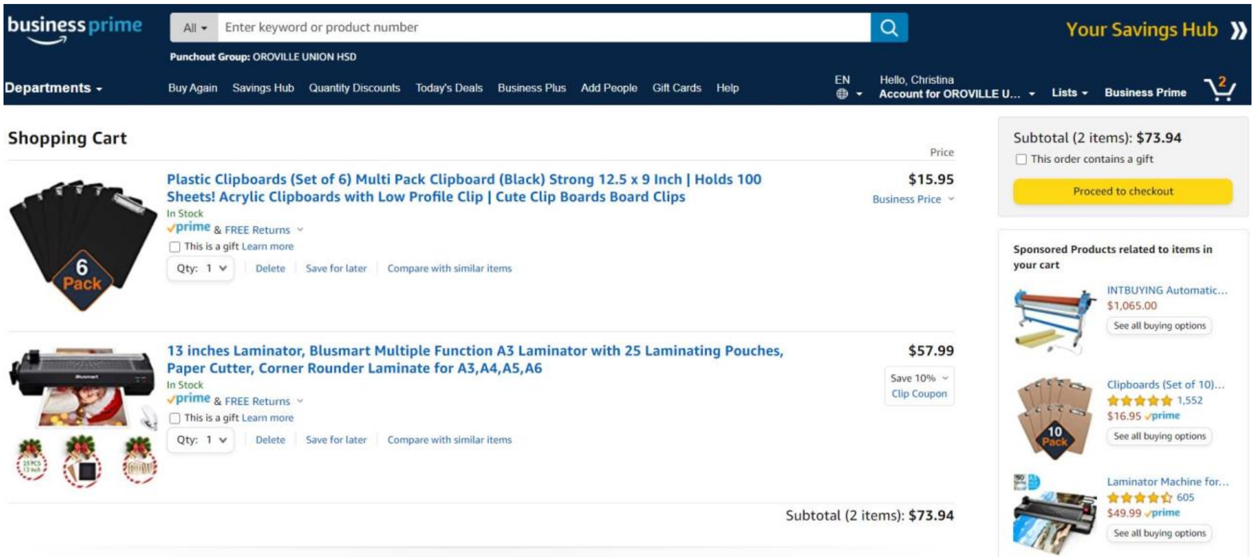
    a. Fill the information out like you normally do



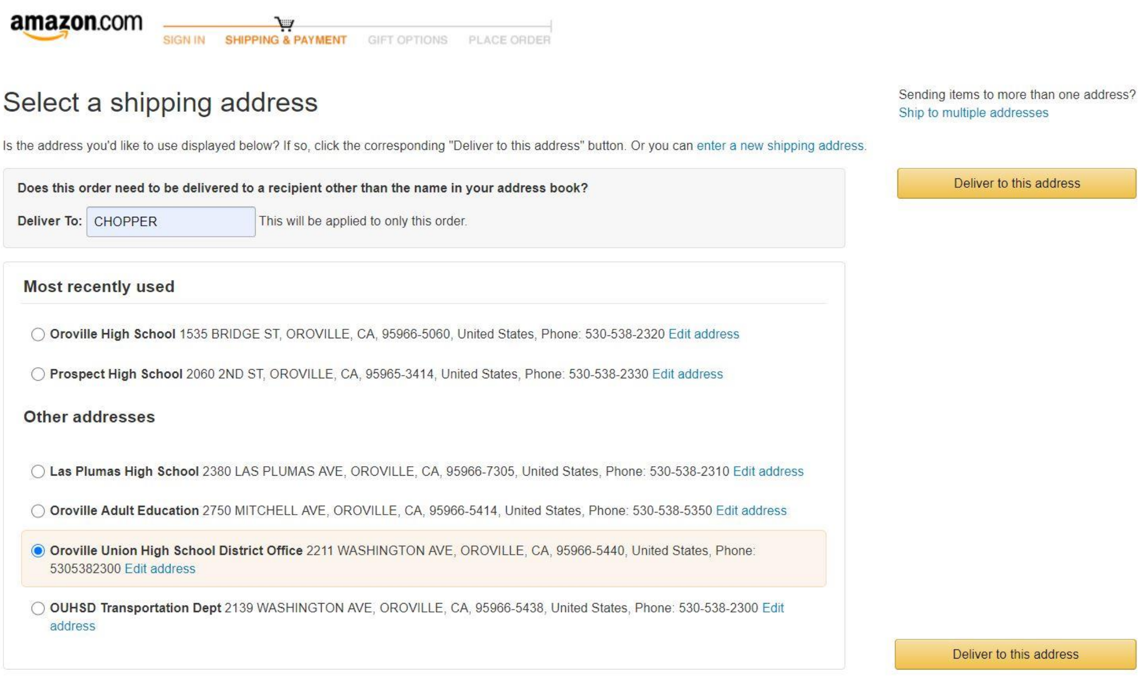
11. Item tab
    a. Select Tasks
    b. Click Start Online Shopping
        i. This will take you to straight to Amazon and log you in automatically
        ii. Quick tip: when you are done adding items to your cart, make sure to review your cart to ensure everything is there



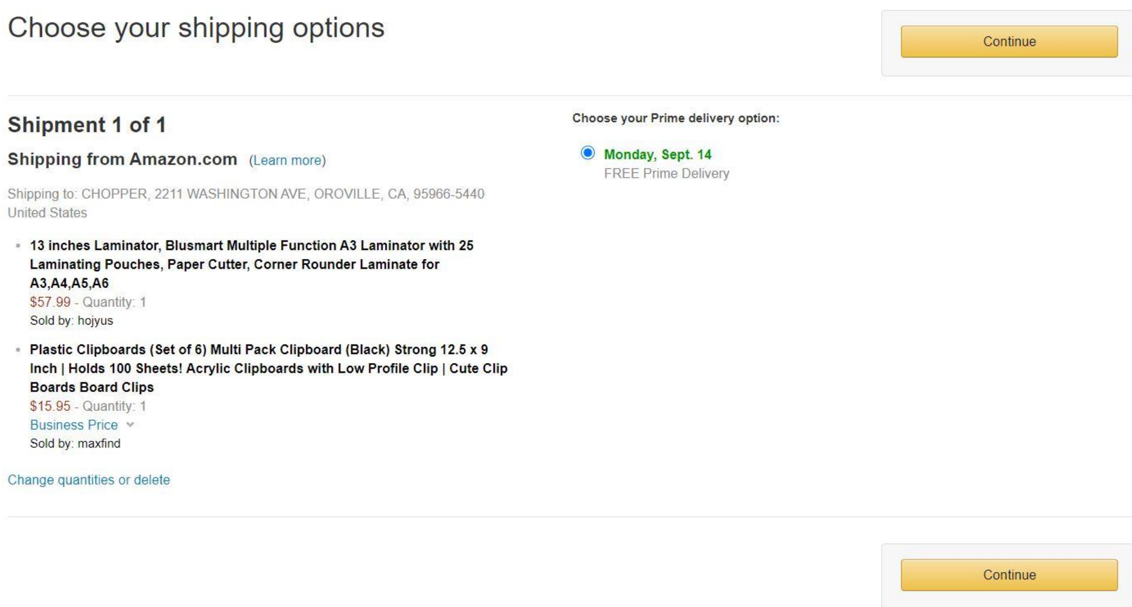
c. Proceed to check out



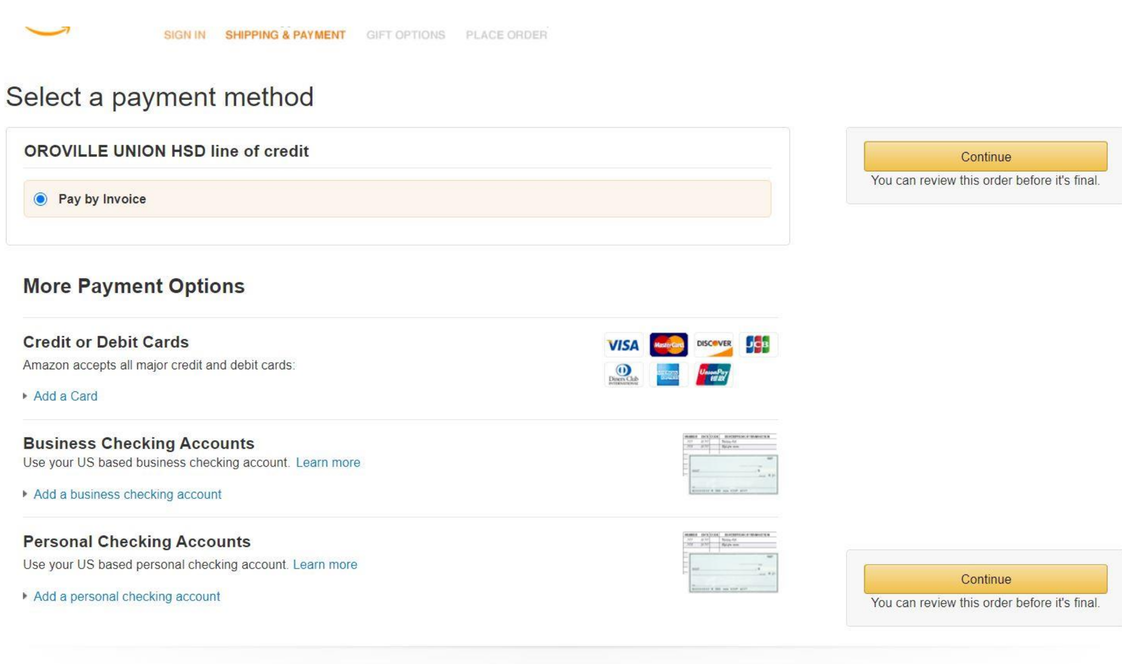
d. Pick the appropriate shipping address



e. Select Correct Delivery Option

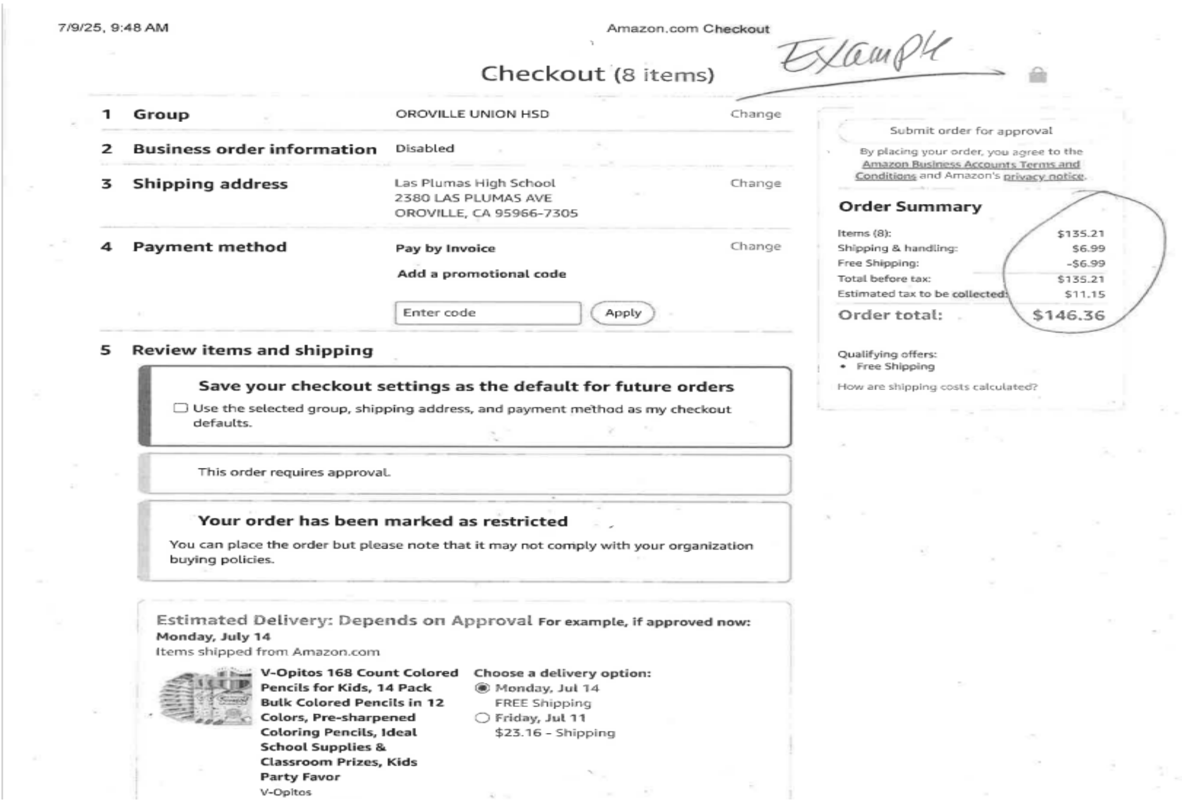


f. Payment – choose Pay by invoice



g. Save a copy of this screen to add as an attachment to your requisition

   i. Right Click on mouse, Print, change destination to **PDF** for your attachment.



7/9/25, 9:48 AM Amazon.com Checkout

Example

Checkout (8 items)

1 **Group** OROVILLE UNION HSD Change

2 **Business order information** Disabled

3 **Shipping address** Las Plumas High School
2380 LAS PLUMAS AVE
OROVILLE, CA 95966-7305 Change

4 **Payment method** **Pay by Invoice** Change

Add a promotional code

Enter code Apply

5 **Review items and shipping**

Save your checkout settings as the default for future orders

☐ Use the selected group, shipping address, and payment method as my checkout defaults.

This order requires approval.

Your order has been marked as restricted

You can place the order but please note that it may not comply with your organization buying policies.

Estimated Delivery: Depends on Approval **For example, if approved now:**
Monday, July 14
Items shipped from Amazon.com

V-Opitos 168 Count Colored Pencils for Kids, 14 Pack Bulk Colored Pencils in 12 Colors, Pre-sharpened Coloring Pencils, Ideal School Supplies & Classroom Prizes, Kids Party Favor
V-Opitos

Choose a delivery option:
◉ Monday, Jul 14
FREE Shipping
◯ Friday, Jul 11
$23.16 - Shipping

Submit order for approval

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

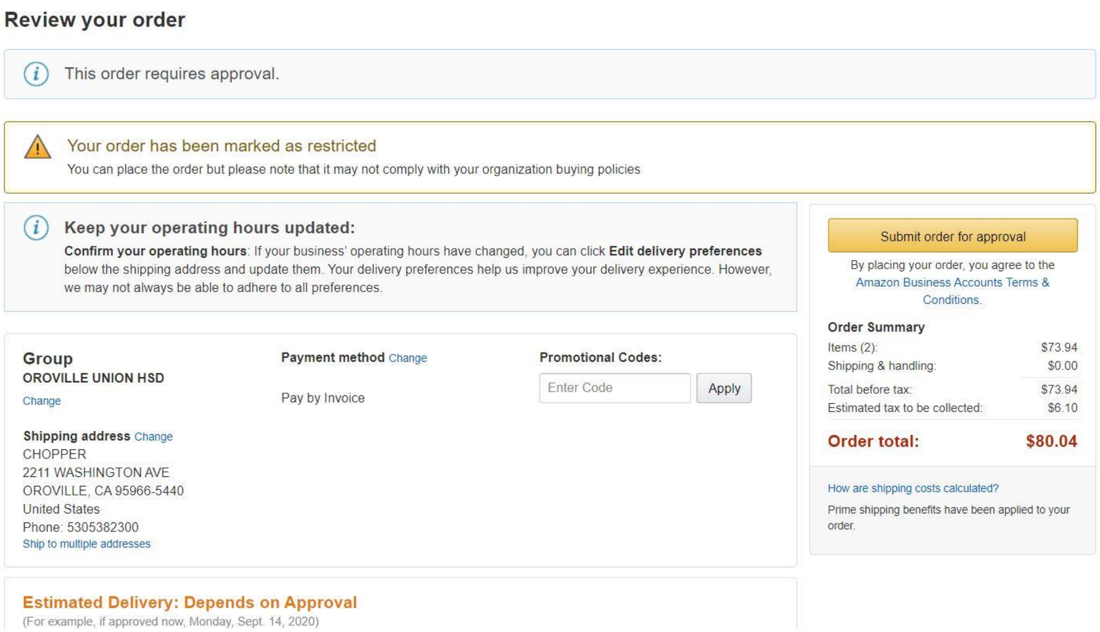
Order Summary

Items (8):	$135.21
Shipping & handling:	$6.99
Free Shipping:	-$6.99
Total before tax:	$135.21
Estimated tax to be collected:	$11.15
Order total:	**$146.36**

Qualifying offers:
- Free Shipping

How are shipping costs calculated?

h. Submit for approval



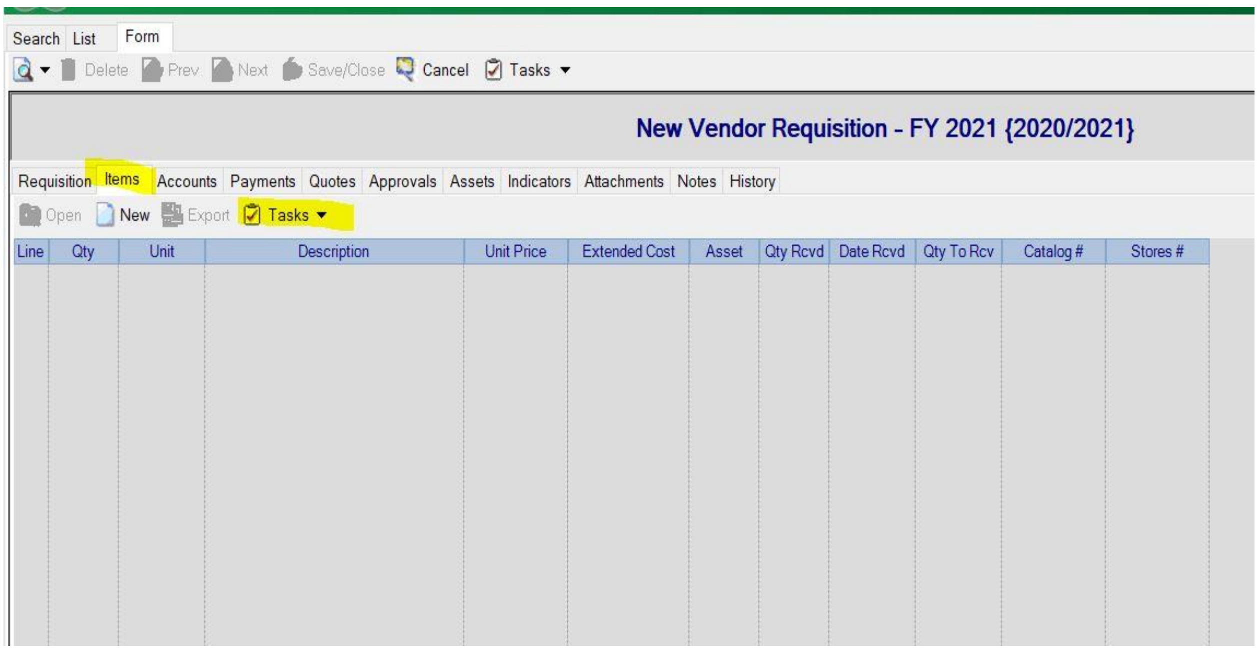
i. Once you have submitted your order you will see the following screen:

Thank you for shopping online!

Don't forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.

12. Go back to your requisition in Escape
    a. Click on the Item tab
    b. Select Tasks
    c. Click Get Online Shopping Cart
        i. If this option is gray, it means you forgot to submit your order on Amazon

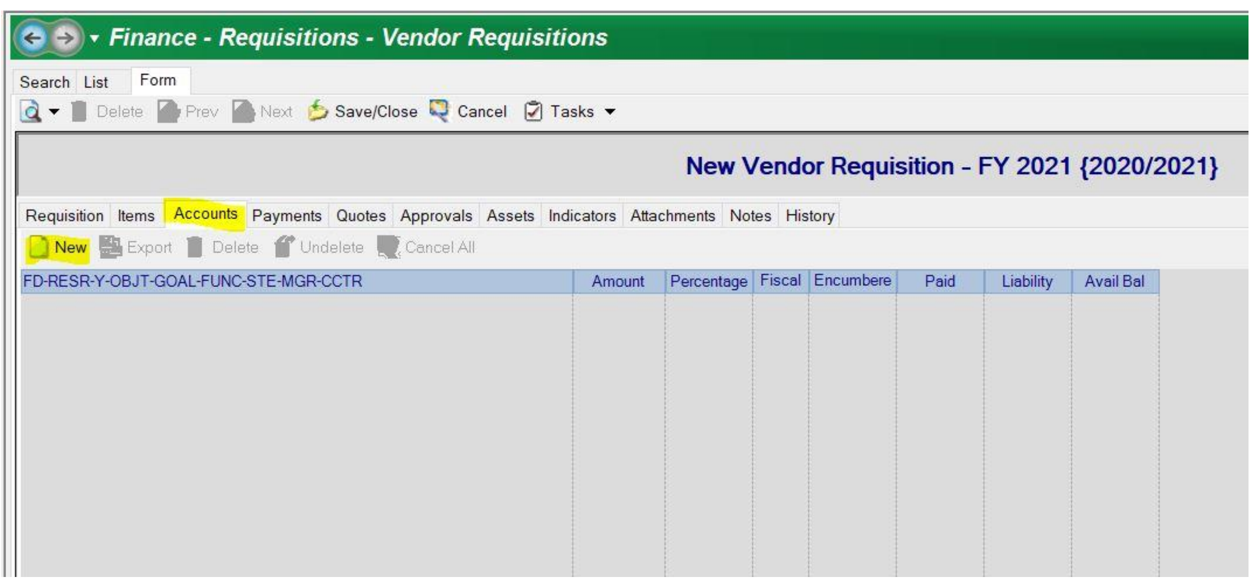
ii. The items should auto load once you have selected Get Online Shopping Car



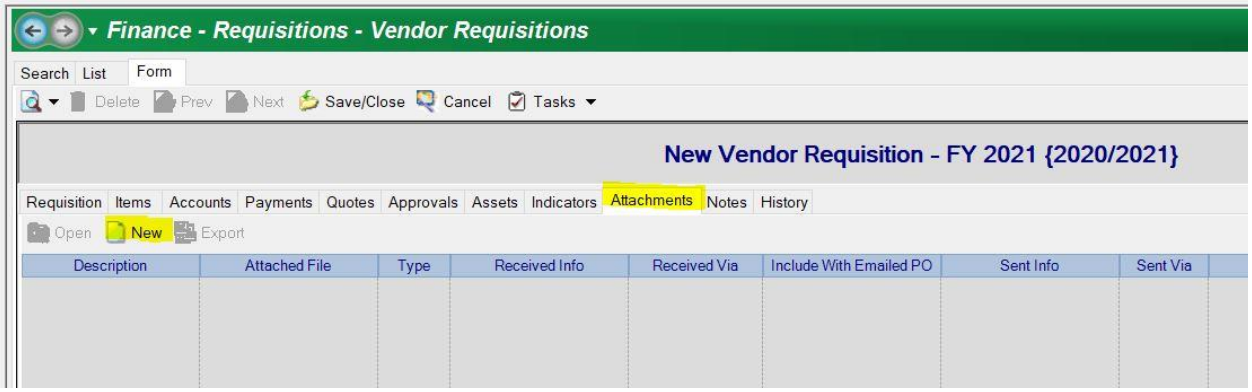
13. Account tab

a. Select New

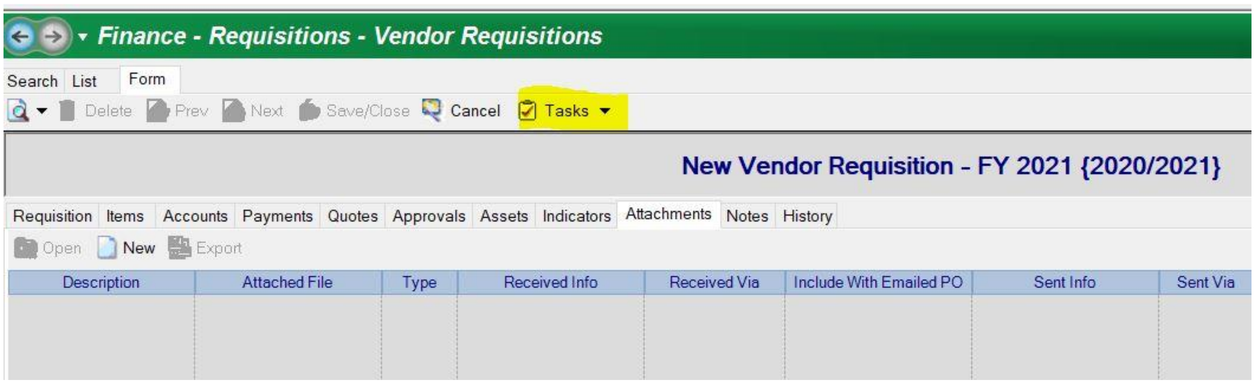
b. Enter budget code you are using



14. Attachment tab
    a. Select New
    b. Attached the file that you have saved as PDF
    c. Save/Close



15. Submit
    a. Click Tasks
    b. Select Submit
        i. This will send your requisition to the proper approver



If it won't allow you to submit because of insufficient funds then Save and Close the requisition. Once it is saved, email the requisition number to the Accounts Payable Technician for submission.

Ordering from Office Depot

https://business.officedepot.com

OHS log-in: Contact AP or school office secretary
LPHS log-in: Contact AP or school office secretary

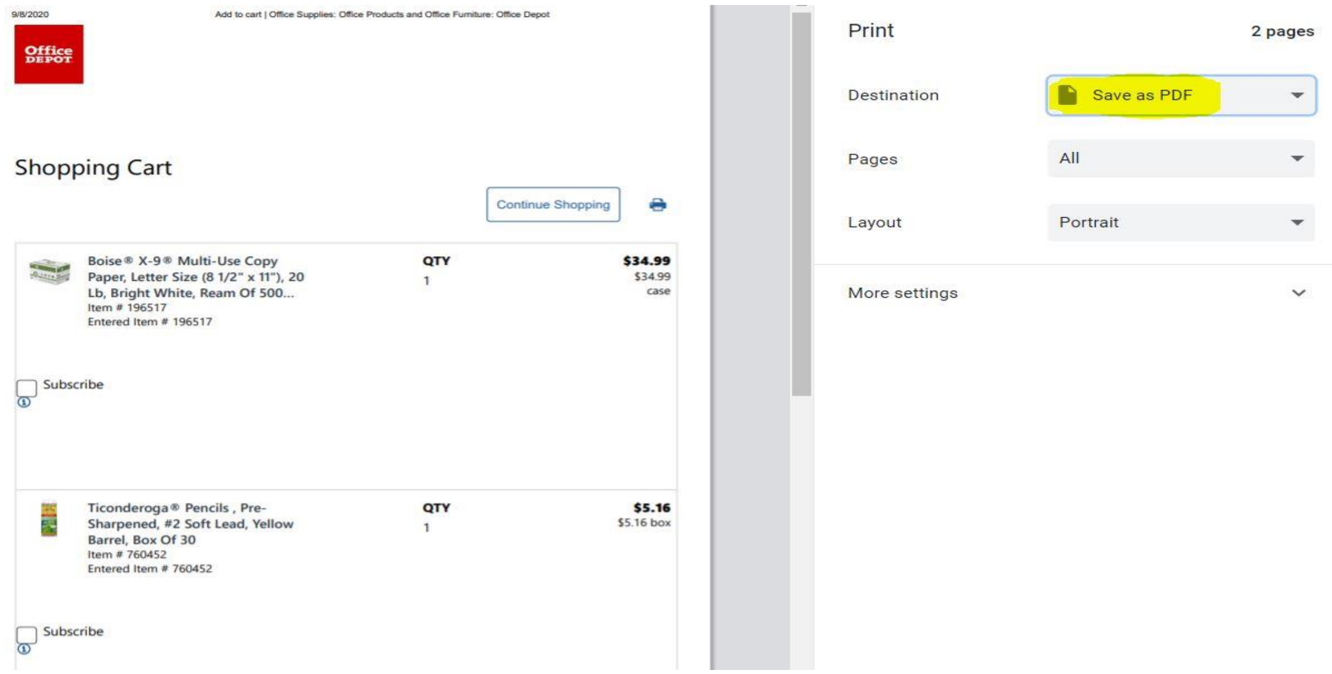
1. From the Home Page of Office Depot online, you can search by item name or item #

2. Add Items to cart

3. Once all items entered and you are ready to checkout
    a. go to Escape and create the requisition
        i. Follow the instruction on “How to create a requisition.”
    b. Once you have the requisition #, go back to your Office Depot cart
    c. Continue to the checkout screen
        i. The PO# will be your Requisition #
        ii. Cost Center is your name
        iii. Delivery location will be your site
        iv. For Contact on Day of Delivery, please enter “Office” and Office Phone # (extension is optional)

4. Lastly, submit your order.
    a. Quick Tip: be sure you are not just saving your items into a shopping list, but that you are actually placing your orders on hold.

5. On the Thank you for your Order page, it will give you an order number and will show your delivery date.
    a. Save this page to add as the attachment for your requisition
        i. Save it as PDF in your document by selecting print and changing the printer to Save as PDF



6. Once your requisition is approved, the AP/Purchasing Tech will release your order.

If for some reason you need to place an Advance Order for Future Delivery:

1. Select My Accounts
2. Click Orders
3. Select Future Orders
4. Follow the regular ordering instructions above

This feature has been designed to allow you to place your orders now for future delivery. This should only be used for orders you wish delivered in no less than 21 days and no greater than 180 days.

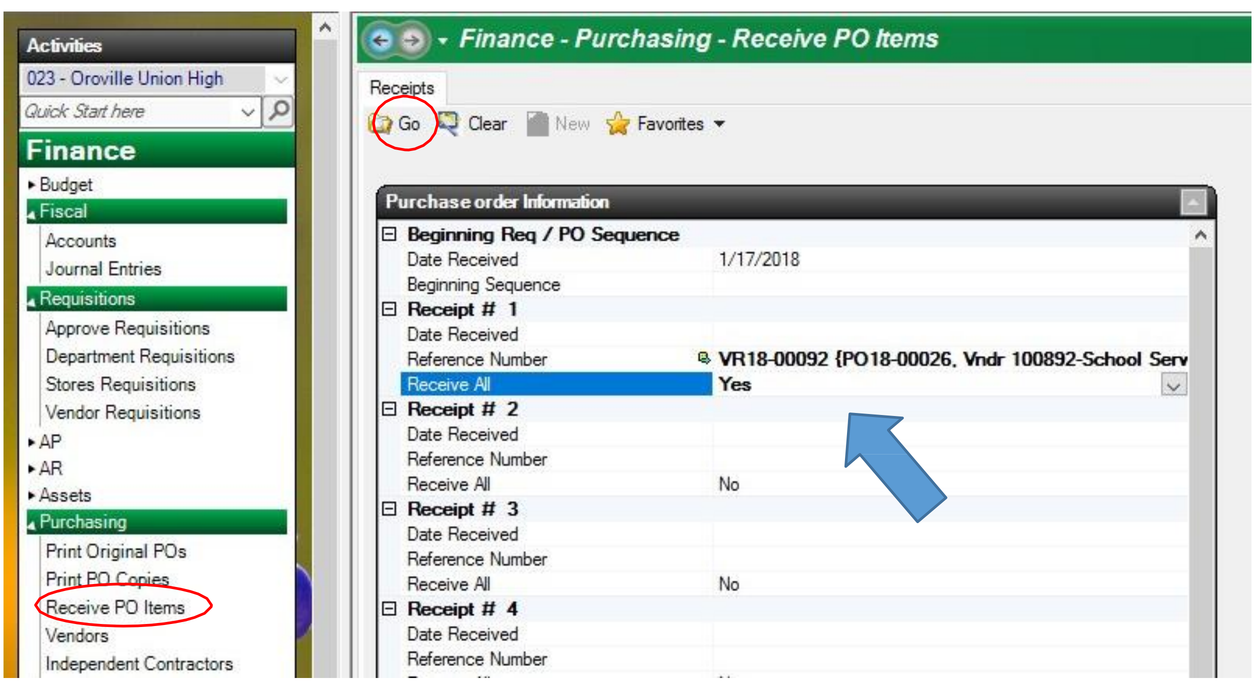
Receiving Purchase Order Procedure

Once your purchase order has been generated, sent to the vendor, and the items are delivered, you will need to receive the items in Escape.

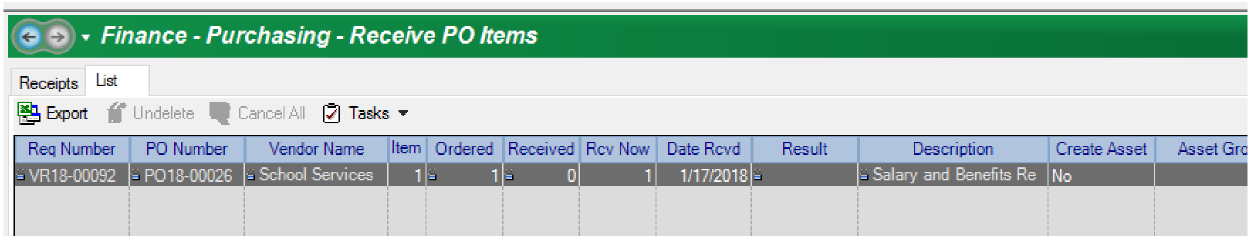
From the activity tree, select:

Finance → Purchasing → Receive PO Items

1. Enter your requisition or P.O number
    a. If you do not know what the number is, go back into Vendor Requisitions and search by entering your name in the Created By field
2. Indicate whether you have received all items
    a. Required Fields
        i. Date Received: When you received your order
        ii. Reference Number: (Requisition/PO Number)
        iii. Receive All: Yes or No



3. Once you have clicked on Go in the Receive PO Items activity, a list of the requested POs will be generated



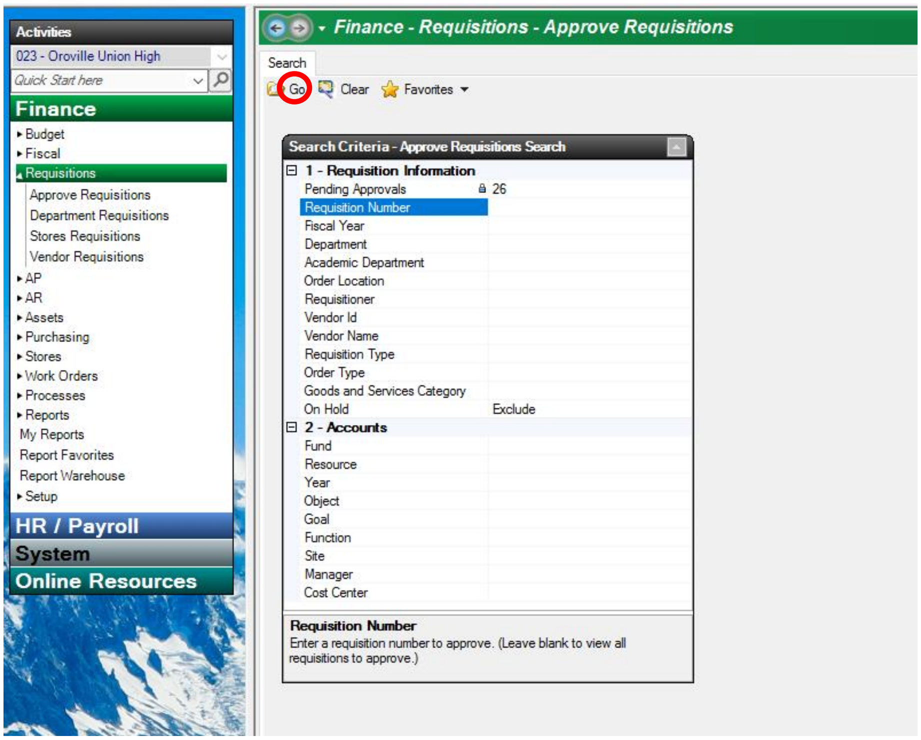
a. If you selected YES on RECEIVE ALL for this PO, each RCV NOW on the above list will insert the remaining number of items to be received
b. If you selected NO, then each RCV NOW value will be 0 so you will need to manually enter the number of items that have been received
c. This list can be manually updated so, you should also change the date received if it is different than the current date
d. Correct any other incorrect information and/or add notes
e. Once you have updated all the items on your list, Click Tasks
f. Select POST and YES

4. Once Posted, the requisition will update the items and the date received, and it will notify Accounts Payable. The status will then change from Printed to Ready for Pay; this is how Account Payable will know that you received the products and it is ok for them to process payments.

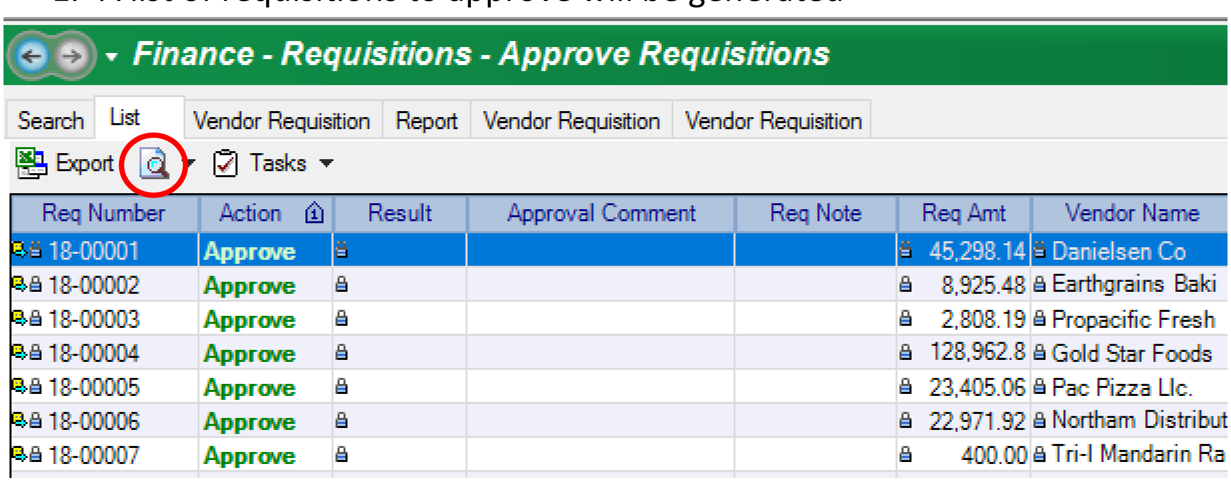
Approving a Requisition

From the activity tree select:

Finance → Requisitions → Approve Requisitions → Go



1. A list of requisitions to approve will be generated



2. Use the Snapshot for easy viewing

ReqApproval99 **Requisition Approval Snapshot**

VENDOR - Blanket	Fiscal Year 2017/18
Requisition Number 18-00001	Requisition Date 01/03/2018

Summary

Created by	ADYER, 1/3/2018			Goods & Services	
Department	FOODSRVC	Responsibility		Academic Dept	
		Attachments None			
Requisitioner	Analyn Dyer	Board Date		Non Taxable	.00
Order Site	04 - District Office			Taxable	45,298.14
Delivery Site	04 - District Office			Tax (0.000)	.00
Delivery Date		Room		Shipping (0.00)	.00
Project				Adjustment	.00
Info	Blanket PO SY17/18			Requisition Total	45,298.14

Requisition Vendor Information

100318/1 Danielsen Co
435 Southgate Court , Chico, CA 95928

Line items

Description	Stores Item #	Unit	Order Qty	Unit Price	Extended
1 Supplies P2306875		EACH	1	9,344.920	$9,344.92
2 Food Supplies P2306875		EACH	1	35,953.220	$35,953.22

Accounts

		Amount	Encumbered	Amt Outstanding
13-5310-0-4300-0000-3700-00-600-0000		9,344.92	9,344.92	.00
CNSchlProgms,FoodServices,MaterialSuppils,Unspecified,	Balance	14,655.08		
13-5310-0-4700-0000-3700-00-600-0000		35,953.22	35,953.22	.00
CNSchlProgms,FoodServices,Food,Unspecified,FoodSerD	Balance	239,073.33		

Approvals

Level	Status	Approver	Approved by	Approved	Comment
10	Approved	JDEADMORE	JDEADMORE	01/08/18	
10	Approved	JDEADMORE	JDEADMORE	01/04/18	
30	Approved	ADYER	ADYER	01/04/18	Submitted by Approver
30	Approved	ADYER	ADYER	01/05/18	Submitted by Approver
50		SWATTS			

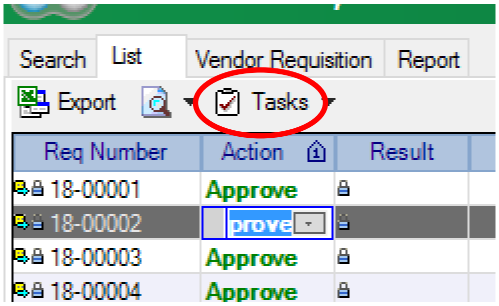
History

01/05/18	ADYER	Status set to Submitted
01/05/18	ADYER	Order Type changed from "PO w/o Receiving" to "Blanket PO"
01/05/18	ADYER	Requisition was returned to Open status
01/04/18	ADYER	Status set to Submitted

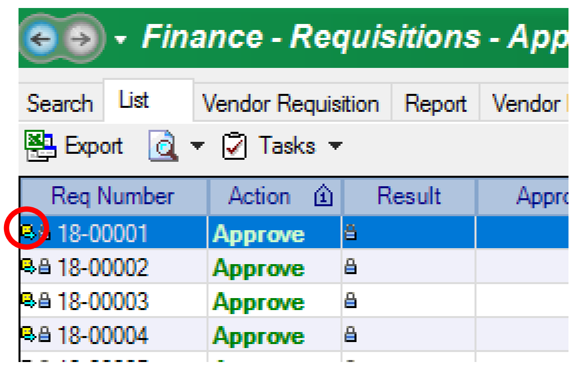
3. To defer or deny a requisition
    a. Click on the appropriate requisition
    b. Use the drop-down box to select "defer" or "deny"
        i. Notes can be made in the Approval Comment box or the Req Note box (the Approval Comment box is most common, although characters are limited)

Req Number	Action	Result	Approval Comment	Req Note	Req Amt	Vendor Name
18-00001	Approve				45,298.14	Danielsen Co
18-00002	prove				8,925.48	Earthgrains Bal
18-00003	Approve				2,808.19	Propacific Fres
18-00004	Approve				128,962.8	Gold Star Food
18-00005	Approve				23,405.06	Pac Pizza Llc.
18-00006	Approve				22,971.92	Northam Distrib

4. After requisitions have been reviewed, click the Task to approve, deny, or defer the requisitions on your list



5. If more detailed information is needed, you can open the requisition by using the link on the far-left side of your requisition list



a. Clicking the link will bring up the requisition as seen below. You can use the tabs across the top to look at coding, attachments, etc.