BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER ST. BAKERSFIELD, CA 93305

Department of Stores and Purchasing

Procedures for Walk-Throughs

1. An electronic requisition must be created. A new requisition number must be created for each purchase. Requisition must be routed completely to "Purchasing Department" electronically **AND** the hard copy must be signed with principal or designee signature.

2. All walkthrough requisitions **MUST** contain a 'comment box' entry. Please abide by and include the following:

Comments for all FOOD requisitions must include the following:

- Date and Topic of the event
- Start and End time of the event
- Description of food items being purchased (i.e. sandwich tray, drinks, muffins, juice and coffee)
- Expected No. of attendees and type (i.e. 50/teachers, 25/parents, 30/students)
- Estimated cost of meal per person (tax, delivery & service fee included)
- LCFF Funds only (No Title I funds)

Comments for General Requisitions (Title I or LCFF)

- What is being purchased
- Who it is being purchased for
- Why/How – the purpose of the purchase
- As of October 12th – SPSA Action & SSC approval date (from 2022-23 SSC meeting)

3. Please adhere to the BCSD Wellness Policy and Budget Guidelines for food purchases. Should you have questions regarding this information, consult with State and Federal Programs Department.

4. It is the responsibility of the school site and/or department to make sure the requisition has been completely routed electronically from the special approval site (Title I, LCFF, Magnet, etc.) ***PRIOR*** to receiving approval from Purchasing.

5. All signed "hard copy" requisitions must be sent to the Department of Stores and Purchasing for a stamp of approval (Account No. and Purchase Order number) at least 3 days prior to shopping trip.

   Smart & Final Requisitions: These requisitions require an Account No. and a Purchase Order No. prior to store visit. Transactions will not be permissible without this information. **Original requisition** and **original receipt** must be scanned, uploaded to Smarte, and submitted to Purchasing within 48 hours. We recommend shopping during Purchasing's regular business hours, 7:30 a.m. to 4:30 p.m., so our staff is available to assist you if needed.

   Albertsons/Vons: These requisitions require a stamp of approval and an assigned debit card, accordingly. The card **AND** the **ORIGINAL** receipt must be returned to purchasing within 48 hours.

****IMPORTANT – If the card is lost or stolen, notify the Purchasing Department IMMEDIATELY****

Should you fail to meet the submission deadline of 48 hours, penalty fees will be assessed.
Employees must have their BCSD photo ID to prevent a possible delay in transactions.