




BULLETIN

SUBJECT: BP 3400 Financial Management Systems 2024-25 NO. BS -14

TO: All Departments, School Sites, Office Managers, etc.

DATE: October 1, 2024

PREPARED BY: Torrie Moreno, **DEPARTMENT:** Business Services
Budget Analyst, Business Services

REVIEWED BY: Janea Marking, **APPROVED:** 
Chief Business and Operations Officer
Janea Marking,
Chief Business and Operations Officer

Board Policy 3400 requires that the District shall establish and maintain accurate, efficient financial management systems that meet fiscal obligations and are also compliant with laws, regulations, policies, and procedures.

These systems are under review to ensure that critical internal controls are in-place to safeguard from fraud or financial irregularity District-wide. At the same time, cross-departmental teams are working together to ensure that systems function smoothly and do not prevent schools, departments, and programs from accessing resources or fulfilling needs.

Please review the following information and share with your teams as appropriate. It provides a comprehensive update on the changes made since October 2023 as well as reminders regarding current procedures that should be routinely followed. It is imperative that ALL staff are aware of compliant financial practices and their roles in implementing these procedures.

Please send questions or feedback at any time. As a team, Business Services is committed to continuous improvement and ongoing dialogue - we appreciate your partnership and input.

Accounting (Services) Department:

Accounting Services has two distinct teams to assist schools and departments with their daily needs- Accounts Receivable and Accounts Payable. Accounts Receivable maintains the District's ledgers, monitors student activity funds, collects and deposits cash receipts as well as reconciles petty cash receipts. In addition, Accounts Receivable tracks funds used for construction projects, renovations, and facility repairs related to the District's general and bond funds. Accounts Payable is responsible for paying the District's invoices and employee reimbursements.

See also [Accounts Payable](#), [ASB Processes / Reconciling / Procedure](#), [Employee Reimbursement](#), [Unbudgeted Expenditures](#), [Year End Timelines](#)

Account Codes:

All budget managers (site and department leaders) and budget trackers (site and department staff) are responsible for understanding the District's account coding structure. It is expected that you review and understand the codes associated with your own site or department's budget. For questions or training, please contact your Budget Analyst. You can find links to the [Budget Department Staff Assignments](#), the [Standard Account Code Structure \(SACS\) Manual](#), and the [SACS Budget Code Structure](#) document.

See also [Accounts Payable](#), [Budget Literacy](#), [Purchasing](#)

Accounts Payable:

Our Board of Education monitors expenditures to ensure that they align to our District goals and support positive student outcomes. Administrators are encouraged to be prudent in their spending plans and use due restraint to maximize every dollar spent.

To ensure that our District has sufficient time to process payments to vendors and reimbursements to employees, Accounting Services would like to bring your attention to the following reminders:

- Accounts Payable is not notified of requisition status nor attachments; thus relies on your email to submit invoices for payment to invoices@scusd.edu . Please include the Req/PO number and Vendor/Employee name in the email subject line.
- Please make sure that the requisition is in "Ready for Payment" status prior to emailing. If requisition is in "Printed" status, you will need to receive it online (ROL).
- Please ensure there is an encumbered amount on the requisition to pay for submitted invoices. To inquire for an increase, contact Purchasing Services and Budget Services.
- Please make sure an approval signature and date is on invoices for blankets and contracts.
- For all reimbursements, please email a requisition snapshot along with related receipts/proof of payments and approved completed forms to invoices@scusd.edu.

If you are not sure if an invoice was paid and/or it has been over 30 business days from the invoice or the date it was sent to Accounts Payable, send an inquiry email to invoices@scusd.edu. Accounts payable team will promptly respond and provide the necessary information. If vendors email/mail the invoice directly to school sites or departments, please forward the invoice to invoices@scusd.edu with associated PO Number and approval signatures to pay. By following these guidelines, we can maintain efficient operations and avoid any payment delays.

For your reference, [Accounts Payable contacts](#) are provided below:

- Vendors A-D, Reimbursements - Jennifer Park, Jennifer-Park@scusd.edu, Fiscal Services Technician (916) 643-7874
- Vendors E-M - Byanca Sagrero-Ledezma,Byanca-Sagrero-Ledezma@scusd.edu, Fiscal Services Technician, Interim Accounts Payable Lead (916) 643-7889
- Vendors N-Z - Vacant, Fiscal Services Technician (916) 643-7887
- Paola Lopez, Paola-Lopez@scusd.edu, Lead Accounts Payable Technician, Interim Accounting Manager (916) 643-7892

For additional information regarding Accounts Payable, please reference [Accounts Payable 101 PowerPoint](#)

See also [Accounting Services](#), [Requisitions \(Types\)](#), [Unbudgeted Expenditures](#)

Amazon Business:

The District maintains an Amazon Business Account so that users may have access to Amazon ordering. Please place Amazon orders through the requisition process.

- If you order from Amazon, you must track your invoices and submit to Accounting in a timely manner; Receipts should always be signed by the budget authority.
- Amazon accounts may not be used to purchase personal items.
- Amazon orders must be shipped directly to the school, department or District Warehouse address; never to an employee's home or other non-District location.
- All orders should be coordinated through the Amazon Business Account; Employees may not purchase items through a personal account and request reimbursement.
- Failure to adhere to processes could result in suspension or removal of access to ordering from Amazon.

When ordering art or craft materials, ensure items carry the Art & Creative Materials Institute, Inc. (ACMI) certification which indicates materials are non-toxic and meet voluntary standards of quality and performance. You can find the ACMI link [here](#).

All bookcases should meet facilities safety guidelines. Check with Purchasing prior to order.

See also [Purchasing](#), [Requisitions \(Types\)](#), [Cal Cards](#)

ASB Processes / Reconciling / Procedure:

Associated Student Body (ASB) fundraising and related expenditures must be limited to non-curricular and optional activities only.

Food sales during and within 30 min after school must be SmartSnack and school wellness policy compliant; please contact Nutrition Services if you have questions regarding appropriate snacks. You may also use the [nutrition calculator](#). Food sales before school are prohibited. Anyone selling food should also have a Food Handler's Permit as food sales are subject to Food Safety Inspections at any time.

ASB's who choose to run a student store must routinely reconcile inventory and report it to Accounting Services. At minimum, inventory should be recorded four times per year (beginning, end, twice quarterly). Middle (and High) Schools may have special provisions for food sales, please check with the Nutrition Services Department for more information.

All ASB spending should be approved by the ASB (students) at secondary. Receipts for activities must include a list of students who participated.

ASB Advisors and Site Administrators are responsible for reading the SCUSD ASB Handbook available online. ASB's must deposit cash timely. Please see cash handling (below).

Please see the ASB Handbook linked [here](#).

See also [Cash Management Procedure](#)

ASB vs PTA/PTO or Boosters:

Associated Student Body (ASB) should be maintained as separate and distinct from any parent organization (ex: PTA / PTO or Boosters). ASB is a function of the student body and part of the school and District program. In contrast, parent organizations are independent 501(c)3 non-profit organizations. Parent organizations may not fundraise on campus during school hours.

Any parent organization fundraisers on campus must be clearly labeled as such (ex: "PTA Fundraiser") and may only occur during non-student hours. Additionally, parent organizations may not pay directly for services (contracts) that are processed through the District's purchasing system, however they may make donations to the school to support site program expenditures.

Budget (Services) Department:

Budget Services establishes, maintains and oversees more than 100,000 accounts within the District's budget. The Department provides detailed information on how the District spends its resources. In addition, Budget Services reports expenditure information to federal, state and local government on a regular basis. Every year during the Fall, Budget develops the upcoming school year's budget based on each of the school's SPSA and departments funding sources. If you would like more information or would like to reach out to the staff member assigned to your school/department, you can find contact information for the department [here](#).

See also [Budget Literacy](#), [Budget Transfers](#)

Budget Literacy:

All site and department leaders are expected to know and understand their budgets (personnel and dollars) to ensure strategic alignment and use of resources. If training is needed, Budget Services conducts monthly Escape training for school sites and one-on-one, as requested training for departments. Training is catered to each group focusing on budget coding, requisitions, and running reports. For more information on Escape training, refer to the training schedule linked [here](#), or, reach out to the Budget staff member assigned to your school or department. Budget staff assignments can be found [here](#).

See also [Accounting Department](#), [Budget Department](#), [Purchasing Department](#)

Budget Transfers:

Budget transfers are at the discretion of the Department or Site that may need funds moved to ensure adequate funds for an expenditure. Budget transfers must be submitted through ESCAPE and will receive approval via electronic workflow. Departments and School Sites are encouraged to work with Business Services to set up budgets according to planned expenditures proactively in an effort to reduce the number of budget transfers that must be processed. Budget transfers should occur prior to the expenditure. Information related to budget transfers can be found [here](#).

See also [Budget Literacy](#), [Account Codes](#)

Bulk Mailing:

Several sites are sending their bulk mail (+500 pieces) to the mailroom at Serna and paying \$0.67 /piece. Bulk mailing of 500 pieces or more should be coordinated with the Print Shop. The District's Bulk Mail Permit allows for rates as low as \$0.19 per piece rather than \$0.69 per piece if sent to the mailroom. Central Print Shop (with a provided mailing list), will sort and prepare the bulk mail with bar codes and deliver it to the Post Office.

You can find the Central Administration form [here](#).

See also [Central Printing](#)

Cal Cards:

Cal Cards are a privilege. All Cal Card Users must sign a Cal Card User Agreement after reviewing the [Cal Card Users Manual](#).

For all Cal Card users, with the exception of the Superintendent, Deputy Superintendent, Department Chiefs, Assistant Superintendent of Facilities, and the Nutrition Services Executive Director, the total monthly limit has been set to \$250. Limits may be increased on a one-time basis for certain allowable purchases. Please request a limit increase through the Purchasing Department.

The Cal Card due date is the 5th of each month. Cal Cards may only be issued to Administrators or positions identified as needing access to a Cal Card to effectively manage responsibilities. Cal Cards will be removed for lack of compliance and may be returned at a future date pending adherence to procedure.

- If you use a Cal Card, you must track your receipts and submit to Accounting in a timely manner; Receipts should always be signed by the budget authority (Management).
- Receipts should always be accompanied with an explanation for the purchase
- Receipts for food MUST be accompanied by a meeting agenda and attendee list or sign-in sheet.
- Tipping for a service is not allowed.
- Cal Cards may not be used to purchase personal items.
- Cal Cards cannot be used for travel, memberships, etc.
- Cal Cards may not be used to purchase Technology items.
- Cal Cards may not be used to purchase contracted services.
- Cal Cards may not be used to purchase items with federal funds unless prior written authorization has been given/the item is included in an approved School Plan.
- Cal Cards may not be used to purchase from Amazon; Please utilize the Amazon Business Account for Amazon purchases.
- Online orders must be shipped directly to the School or Department address; never to an employee's home or other non-District location.
- Failure to adhere to processes could result in suspension or removal of access to a Cal Card.

Responsibilities for Cal Card Purchases Monthly:

- Record all monthly purchases on the Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007).
- Attach original receipts to the Monthly CAL-Card/Petty Cash Transaction Log (ACCF007) that support the purchases listed on the log (ACC-F007).
- Compare purchases on the Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) to the CAL Card Statement received from US Bank for accuracy (make sure the purchases listed on the US Bank Statement match those listed on the Transaction Log ACC-F007) and approval to pay.
- If disputing a purchase on the US Bank Statement, refer to your CAL Card binder for instructions and forms.
- Attach the US Bank Statement and original receipts to the completed Monthly CAL Card/Petty Cash Transaction Log (ACC-F007) to support purchases listed in ACC-F007 and sign ACC-F007 under "CardHolder Signature" and submit to supervisor for approval and signature.
- Prepare a Y-Requisition in Escape as required in ACC-W035.
- Record Y-Requisition number in the shaded box located on the top left hand corner of Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007).
- Forward reconciled and signed Monthly CAL-Card/Petty Cash Transaction Log (ACCF007) with required attachments (receipts and US Bank Statement) to [Accounts Payable](#) for processing.

Cal Card Quick Reference Guide can be found [here](#).

See also [Purchasing](#), [Accounts Payable](#)

6th Grade Camp “SLY Park”:

The District Office will cover the costs for 6th grade Science Camp opportunities for all K-6 and K-8 schools this school year. This will include both fees and transportation costs. Please forward all [field trip packets](#) to your Instructional Area Superintendent for approval. The following budget codes have been provided to assist when creating your requisitions for processing.

Description	Budget Code
Park registration/deposit/fees	01-7435-0-5810-00-1110-1000-875-XXXX-000
District bus transportation	01-7435-0-5730-00-1110-1000-875-XXXX-000
Chartered bus	01-7435-0-5832-00-1110-1000-875-XXXX-000

To submit requisitions, please to contact your Fund Specialist/Budget Analyst for assistance or if you have any questions regarding the process (refer to the Purchasing Guidelines linked [here](#)).

Plan ahead - do not wait until after the end of year deadline to enter/plan a requisition.

See also [Purchasing](#), [Account Codes](#)

Carry Forward:

Beginning in 2025-26 the practice for budget carry forward balances will be for only those monies for restricted use that allow carry forward.

Budgets that were allocated to Departments and Sites will only be adjusted for enrollment variances in the fall and there will not be an additional carry forward amount added with the exception of restricted resources.

See also [Budget Literacy](#)

Cash Management Procedure:

ALL Sites and Departments that collect cash should:

- Have a system for collecting, counting, recording, receipting, and reconciling with a chain of custody that is tracked at all times
- Cash counting should always occur with two people present and both sign to verify the deposit amount
- Have a safe to keep cash/checks locked until deposited
- Maintain that NO ONE is to keep cash anywhere except the safe (desks, file cabinets, closets, classrooms, library, pockets, etc.)
- Ensure that cash is deposited with the Accounting Team no less than one time per week, every week. Cash Receipts will be provided upon completion.
- Ensure to coordinate with Brinks to pick up checks and cash once a week, every week. Utilize Brinks cash deposit slips for every pick-up. Please reach out to your General Accounting Specialist if there are issues with Brinks pick-up request.

See also [ASB Processes/Reconciling/Procedure](#), [ASB vs PTA](#)

Cell Phones:

Access to District paid cell phone service is for specific staff that require mobile access as part of maintaining the responsibilities of a position.

The Chief Business and Operations Officer will assign cell phones as deemed appropriate. Questions regarding access should be directed to the Business Services office.

Principals/Management Staff- you can find the District's authorization form [here](#).

Staff who are not in identified positions to receive a District phone cannot be mandated to use a personal cell phone for business use.

Requests for special consideration may be submitted to the CBOO.

Central Printing:

The District's Central Printing can assist with printing, binding, graphic designs, and bulk mailing for a much lower cost. Before contacting an outside vendor for a printing project, contact Central Printing to see if they can assist. You can find a link to the Central Printing Services webpage to view their services as well as contact information [here](#).

See also [Bulk Mailing](#)

Charter Expenses:

Charter Schools authorized by SCUSD are responsible for their own expenditures given each Charter School receives individualized revenues as their own LEA (local educational agency). Charter Schools should not assume that SCUSD will cover any expenses related to implementing the Charter School's educational program.

Contracts:

ALL contracts, including ASB, require a Service Agreement (SA) requisition. If a written agreement, contract or Memorandum of Understanding (MOU) with the District is required by the party providing the services, even if there is no use of District funds, it must be signed/approved by the Superintendent and/or Chief Business and Operations Officer after completion of a Contract Approval & Routing Form. No other signature is authorized.

- It is the responsibility of the Site or Department establishing a contract to ensure completeness and timeliness of all documents PRIOR to submitting a requisition to Purchasing.
- If a contractor does not have a standard contract form, you may complete a B05, B06, or B07 (District forms) that best reflect the type of work to be done.
- A Cal Card may not be used to pay for contracted services.
- Be aware of the requirement thresholds for quotes or bids. [Board Policy 3311](#) states Projects/purchases may not be broken-up to avoid requirements.
- [Board Policy 3315](#) states District purchases of goods or non-employee services shall not be made from vendors with which District employees hold an economic interest. Includes immediate family.
- Contractors/contract work may NOT begin until paperwork is in place. Beginning work prior to approval exposes the District, staff, and students to unnecessary risk.

- Contractors should submit invoices that are matched to the PO for payment. Please refer to the Accounts Payable process.
- In the event a contract(or) begins prior to approval, the department or site must also complete an Unauthorized Contractor Form (UCF). This will require explanation of the circumstances and also a description of implemented practices to avoid future occurrences.
- Contractors may not perform work represented in a job description without prior approval of labor partners.
- Service Agreements/Contracts that exceed \$15,000 require Board approval. The threshold for Board approval changes every January 1st.
- Any requisition that involves the use of services or products requiring access to District data must include a Data Sharing Agreement. This document serves to ensure that data security and privacy requirements will be met by outside agencies with access to District information.
- Please contact the Technology Services department at support@scusd.edu to request the initiation of a Data Sharing Agreement.
- In addition, all purchases of technology resources will be reviewed in detail to maintain conformance to District standards and to ensure fit to purpose. Requisitions may be adjusted to maximize the value of specific items being purchased.
- If the services of an independent contractor are being considered, please reference the Independent Contractor Guidelines posted on the Contracts Office webpage at www.scusd.edu/contracts-department. This document will help you determine whether the individual providing services is truly an independent contractor or should be treated as an employee.
- Contracts over \$5,000 paid from Associated Student Body funds must also be reviewed by the Contracts Office.

You can find the memo in regards to the [Contractor Approval and Routing Form](#) as well as additional information relating to the Contracts Office [here](#).

Guidelines for Independent Contractors can be found [here](#). Contracts Terms and Conditions can be found [here](#).

See also [Insurance Requirements](#), [Purchasing](#), [Requisitions \(Types\)](#), [Unauthorized Contractors](#)

Contracted Coverage for Critical or Hard to Fill Vacancies:

While it is our intention to fill every vacancy with a permanent employee, we recognize that certain vacancies are difficult to fill. However, operations still require that work is performed.

Contractors may be used as a temporary solution to employee vacancies if appropriate procedures are followed.

- A vacancy must be approved, budgeted, and posted.
- The contract must identify the vacancy that the contractor is temporarily filling.
- The contract must identify a set time period for contracted work (demonstrating it is a temporary measure).
- Labor partners must be engaged for a discussion regarding the vacancies and contracted coverage.
- The budgeted salary will be moved to cover the cost of the contractor.

- For high volume situations (such as certain Special Education positions) a master contract may be approved for the entire year, but quarterly reviews of position vacancies and hires must occur.
- The contractor should not begin work until a purchase order is confirmed.

Contracts for Services that Overlap Work Assigned to Labor Partners:

Any Contract for services must be PROACTIVELY discussed with labor partners AHEAD of services starting. This is a requirement under the law Educational Employment Relations Act (EERA).

- An MOU (or other acknowledgement of approval) MUST be included with the contract for a potential approval.
- Ample time must be given for review and processing. For instance, Summer contracts should be discussed in the Winter and Fall requests should be submitted in the Spring.

See also [Contracts](#), [Insurance Requirements](#), [Unauthorized Contractors](#), [Unbudgeted Expenditures](#)

Documentation:

By law, the District is required to verify and maintain back-up documentation. Failure to provide adequate documentation exposes the District to unnecessary risk.

Please remember that back-up documentation is required for ALL Business forms/requests.

This includes:

- Explanations
- Itemized Receipts
- Meeting Agendas
- Attendee Lists

Donations:

The intent of the donation guidelines is to establish a District process governing the acceptance, valuation, and recognition of all types of grants, gifts, and donations received by any central office department or school, including dependent charter schools. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.

The District is committed to principles of gender equity and compliance with Title IX Guidance “Sex Discrimination in Education.” The District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in agreement with California Constitution Article 9 Education.

Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports

teams) or classes shall be evaluated for compliance. As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. District employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.

Important Policy Statements

- “Public funds” are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Districts or other public bodies. All monies received through donations, gifts, or sponsorships are considered public funds.
- All funds, property, or goods donated become public funds and the property of the District, and should be used for the purpose for which they were donated and in accordance with state and District policies.
- The collection of funds or assets associated with donations, gifts, or sponsorships will comply with the District’s cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with the District’s cash disbursement policies.
- Donations, gifts, and sponsorships shall be directed to the District, District program(s), school, or school program(s). Donations, gifts, and sponsorships shall not be directed at specific District employees, individual students, vendors, or brand name goods or services.
- All charitable donations to the District or individual school or school program will be provided with an acknowledgement of contributions from the District. These receipts will be generated with information provided on the “Record of Donations and Gifts” form and provided to the donor(s) after Board acceptance.

Donations shall not be accepted that advertise or depict tobacco and alcoholic products or any other materials or products that may not legally be used by school age children or are otherwise not in compliance with state, District, or school rules; are harmful to the health and welfare of students; are exploitive or unduly intrusive into the classroom or home; would detract from or interfere with student learning; would conflict with the educational mission of the schools; would commercialize or damage the image of the District or the schools; or to pay or purchase gift cards and gift certificates, items of a religious nature, or employee bonuses.

Reference [Board Policy 3290 here](#): Gifts, Grants and Bequests. [Donations and Gift Guidelines](#) and [Record of Donations and Gifts form](#) are also linked.

See also [Grants](#), [Gifts/Gift Cards](#)

Electric Vehicle Charging:

Starting in September 2024, the District will no longer be the go-between in managing car charging stations. Payroll deductions will cease from employee paychecks, and staff will instead interact directly with the charging station for payment to charge a vehicle. There will be a slight delay between ceasing payroll deductions and installing the new chargers, but your code will continue to work at no cost to you during this transition time.

The new pricing is set to cover costs, and pricing may change over time based on electricity rates. The District will reassess pricing annually and make market adjustments as necessary. The new chargers will be cellularly enabled. To sign up, please follow the directions below:

- Download the OpConnect app by going to your app store
- Follow the instructions to create a Driver's account:
 - Click on "Create New Account"
 - Fill in the form using your@scusd.edu email address
 - Verify the account
 - Click on "Profile" (bottom right corner)
 - Click on "Account Balance"
 - Add a Payment Method
 - Add funds
- Adding a payment method and funds to your account is a must to be able to charge the vehicle.

Please direct any questions or concerns to Chamberlain-Segrest@scusd.edu, Facilities Support Services, Environmental Sustainability Manager.

Employee Benefits:

All permanent full-time employees are eligible to enroll themselves and their dependents in the health benefit programs. New employees must sign up for health insurance within **thirty days** of their date of hire to participate. Most employees qualify if they are working 50% or more for the year but benefits vary by bargaining unit so employees should refer to the applicable collective bargaining union contract. Eligible dependents include a lawful spouse or registered domestic partner, children under 26 years of age, stepchildren and legally adopted children.

Active and retired employees have the opportunity to move from one plan to another, change options, or change dependent status during Open Enrollment. For more information about Open Enrollment or questions regarding employee benefits, a link to their webpage can be [here](#).

See also [Risk Management](#)

Employee Reimbursement:

Sites and Departments are responsible for submitting requisitions for employee reimbursements within (30) days for both mileage and purchases. Travel expenses are to be submitted within (20) days from the date of travel. **Please contact the Purchasing Department for allowable reimbursements.** For mileage reimbursement, please see the bulletin linked [here](#).

See also [Employee Conference/Travel Policy](#), [Purchasing \(Services\) Department](#)

Employee Conference/Travel Policy:

An update to the District's travel policy is pending and will be shared once approved.

See also [Travel Policy/Conferences](#) for information on the current procedures.

Facilities Support Services Department:

With over 80 properties to maintain, Facilities Support Services ensures the physical environments of our schools are clean, safe, and welcoming, but that we also look at those sites and spaces through the lens of equity and environmental stewardship. Within Facilities Support Services, multiple departments oversee various aspects of our District's properties.

Civic Center Permits- oversees and issues civic permits for the use of District facilities, including auditoriums, multi-purpose rooms, playing fields, and other locations. Civic Permit requests must be completed online at least 15 working days prior to the requested date. Additional information relating to civic permits can be found [here](#). External requesters may be directed to [Facilitron](#).

Construction- Asses the needs of our schools, plans and constructs modernization projects and additions to existing schools, as well as builds new facilities as approved by the Board of Education.

Custodial Services- supports our custodial team, maintains the cleanliness of our schools, provides service throughout the year to various yearly assessments such as Fire & Safety, FIT Reports, and Williams Inspections.

Planning- Forecasts District's enrollment, identifies the need for new schools, determines school site locations, and maintains school attendance boundaries. In addition, this department oversees the District's Civic Permits and Developer Fees Program.

Maintenance & Operations- Provides emergency response, general maintenance repairs to buildings, as well as maintains landscaping. In addition, scheduled annual preventative maintenance is conducted to maximize the life of District facilities.

Sustainability- Supports educational fundamentals and awareness to our students and staff to reduce environmental impact, improve health and wellness, and provide effective environmental education.

Additional information relating to Facilities can be found [here](#).

See also [Work Order Submission](#)

Food Guidelines:

We will stay mindful that our taxpayers and community members would expect us to make practical, frugal choices.

Effective July 1, 2024

Food purchased for meetings should meet the following criteria:

- In RARE cases, staff are being asked to work through their regular lunch time as an efficiency based upon the nature of the work being done. An agenda and list of employees is required.
- The meeting is predominantly for families and/or community and it coincides with a meal time (i.e. dinner).
- District funds may not be used to purchase food for staff celebration/appreciation.
- Snacks should NOT be provided to staff as an everyday or ongoing practice.
- It is permissible to purchase and provide bottles of water at any meeting.
- "Brown bag" practices regarding snacks at staff meetings and professional development are allowable.

- When purchasing food, our policies require us to model and support healthy, nutritious choices.
- ALL food purchases must be accompanied by an itemized receipt and a sign-in or attendee list.

Gifts/Gift Cards:

State law prohibits the purchase of gifts with public funds. School Districts are funded with public funds; therefore, purchases of gifts cannot be made with District funds.

Certain recognition awards have been deemed allowable by our governing board. These items are not considered gifts, but are considered to be operational expenses. Allowable recognition awards, which may be awarded to employees, school volunteers, and students, include items that:

- cost less than \$25.00 per person
- are related to the school/District or to education
- are not personal wear items, gift cards, gift certificates, or cash awards

Allowable items might include pins and buttons, small tote bags or portfolios, or other items designed to boost morale or recognize educational achievement or school pride, as long as the cost per person does not exceed \$25 .00. Unallowable items include t-shirts, hats/caps, jackets, or other items of personal wear, gift cards, gift certificates, cash, as well as any items that cost more than \$25.00 per person.

Purchase of items necessary for an instructional program that become the property of the students (such as art supplies) are not considered gifts. These items are part of the instructional program and are then part of the District's publicly-funded purpose.

Purchase of personal wear items for students is not allowed, unless the items are purchased from donation funds. Donations may be used to purchase employee recognition items except for gift cards and gift certificates. Limitations on wearable items do not apply as long as the donor has not restricted the donation for these items. As an example, T-shirts, and other popular award items that may not be purchased by District funds, may be purchased using donation funds. Donations may never be used to purchase illegal items, such as alcoholic beverages, fire arms, items of a religious nature, employee bonuses, or other items not allowed by law.

See also [Donations](#), [Grants](#)

Grants:

Grants obtained and/or accepted are the responsibility of the school site or department that applied for the funds. The site or department must oversee and track expenditures as well as reporting compliance. The District will not be held responsible for any expenditures exceeding the grant amount.

All gifts, grants and bequests shall become District property and must be approved and accepted by the Governing Board.

Grant procedures are under review for opportunities to improve management of restricted revenue. Any changes to the process will be communicated.

See also [Donations](#), [Gift/Gift Cards](#)

Insurance Requirements:

Board Policy 3530 requires a risk management program that protects District resources and promotes safety of students, staff, and the public. Insurance is required for all engagements, including student interaction, professional services, technology, and construction/remodeling projects.

School Insurance Authority (SIA), the District's insuring agent, requires staff to uphold board policies and implement the District's risk Management program per the thresholds established. During a recent contract audit process, it was identified that the District was not applying insurance requirements consistently. In an effort to minimize the District's risk of liability, we are working toward ensuring all vendors meet minimum requirements.

- All vendors must provide a Certificate of Insurance. The insurance coverage depends on the type of services. The Quick Reference guide attached provides minimums and higher risk activities that may warrant additional insurance based on District determination; for more detailed information, SCUSD Contracts Process.
- Vendors must have an approved Purchase Order before beginning services.
- All vendors are required to have background checks/fingerprints prior to services
- A Data Share Agreement is required if the use of services or products requires access to District data. This document is intended to ensure that data security and privacy requirements will be met by outside agencies with access to District information. Contact Technology Services at support@scusd.edu to request the initiation of a Data Sharing Agreement or to ask questions.
- Special Event Insurance for in-house events must be submitted 3 weeks in advance. SIA special event request form signed by administrator, budget code or check for \$175 is required. You can find more information about special event insurance by clicking [here](#) or contacting Risk Management directly at 916-643-9421.

Going forward, anyone not meeting minimum requirements will not be able to contract with the District until all requirements are met, with no exceptions. Additionally, vendors cannot be paid without an approved purchase order or board approval.

For additional information, you can find the Insurance Quick Reference Guide [here](#). Risk Management and Purchasing teams are always available to answer questions. Please feel free to contact Risk Management at (916) 643-9421 or Purchasing Services at (916) 643-9465. You may also visit the Purchasing Department's web page found [here](#).

See also [Contracts](#), [Unauthorized Contractors](#)

Internal Audit Department:

The Internal Audit Department helps ensure that the critical function of fiscal accountability is maintained and that procedures are complied with to protect District resources. Primary services provided include the coordination of the annual audit, and the approval of all schools' instructional minute offerings to ensure compliance. Additionally, all Elementary and K-8 schools are required to submit any completed Kindergarten Continuance forms to Internal Audit for review before the beginning of the second school year.

Bulletins and resources regarding internal audits can be found [here](#).

Civic Permit Requests:

See also: [Facilities Support Services](#)

Invoices:

See also [Accounts Payable](#)

LCAP - Budget Alignment:

Departments and sites should actively align their budgets to site goals (SPSA) and District goals (LCAP). Any budgeted expenditures that are not aligned to goals should be reviewed and re-considered as our resources are finite and every dollar should be maximized for student opportunities.

MOUs:

All MOU procedures are under review for opportunities to improve management of our agreements. Any changes to the process will be communicated.

Overtime:

All overtime hours must be submitted through Informed K12. You can find the link to Informed K12 [here](#).

See also [Payroll Helpful Links and Forms](#)

Nutrition, Central Kitchen, Warehouse & Distribution Services:

Oversees and provides students with nutritious food that meets state and federal requirements. Information about Nutrition Services and the District's Warehouse is linked [here](#).

See also [Food Guidelines](#), [School Wellness Policy](#)

Payroll Helpful Links and Forms:

Payroll Services is responsible for paying nearly 6,300 employees — including full-time, part-time, temporary, and substitute employees. Payroll processes all service credits for the Public Employees Retirement System (PERS) and the State Teachers Retirement System (STRS). Payroll staff assignments are linked [here](#). You can also find all other information related to payroll [here](#).

Payroll Deadlines:

A chart of payroll deadlines is available each year. Establishing firm cut-off dates is critical to efficient and accurate payroll systems for all employees. Forms received after the deadline each month will appear on the following month's payroll. It is the responsibility of employees to ensure that payroll forms are turned in ahead of deadlines for timely payment. You can find the 2024-25 school year's deadline dates [here](#).

Pet Policy:

With the exception of seeing-eye dogs and service dogs, animals may be brought to school only for educational purposes and/or an approved ADA accommodation, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. These rules and precautions are to protect both the students and animals. Board Policy 6163.2 [here](#).

Petty Cash:

Petty Cash is no longer allowed at most sites and departments. Cash received cannot be stored on site and must follow the cash handling guidelines.

See also [Cash Management Procedure](#)

Positions Funded by One-Time Resources:

See attached Bulletin 2023-24 No. BS-29 [here](#). Elementary and Secondary School Emergency Relief (ESSER) will expire on September 30, 2024.

- ESSER funded positions that were filled as of February 23, 2024 will be funded for one additional year (through June 30, 2025) to the extent other funding sources have been identified, as determined through Budget Development.
- To retain staff beyond June 30, 2025 (if ESSER funded positions were retained for 2024-25 through other funding sources), please actively work with HR and Position Control to:
 - Define a new funding source by contacting Budget Services (if possible). This is a funding source you must have available and identified for the Budget Team, such as a grant or other allocations that are specific to departments and/or sites; additional general funds are not available.
 - Move to a vacancy of a similar (must be current and the same classification) job description by contacting Human Resources (if possible).
 - ESSER funded positions that are vacated should be closed; these positions will not be refilled.

Positions (Purchasing of):

Sites may consider adding additional staffing utilizing budget allocations to “purchase” the additional position(s). When doing so, all costs must be considered. Requests that exceed allotted funds will be denied. For example, a certificated position’s average salary wages including overhead and benefits + (10) days of per diem + (10) days of substitute pay.

Position Requisition Processing Form:

Soon, position requisitions will be submitted and processed in Escape- no more paper. In a collaboration between Business Services, Human Resources, and Technology Services, we will be launching Human Resource Authorization (HRA), an Escape process that allows for approval routing and notifications of proposed changes to employees or positions. Once all approvals are granted and the item is posted, the changes are automatically applied to the records within Escape as defined in the item.

Staff have been developing this as a streamlined electronic process that allows for cross departmental communication and a transparent and clear procedure for position requisitions.

More information and training sessions will be provided in the months ahead.

Purchase Orders:

A vendor may only provide services once an approved purchase order has been issued. Again, be prudent – spend wisely. Our Board of Education monitors expenditures to ensure that they align to our District goals and support positive student outcomes. Administrators are encouraged to review their contracting needs carefully and use due restraint.

See also [Purchasing](#), [Requisitions \(Types\)](#)

Purchasing (Services) Department:

The Purchasing Department oversees ALL requisitions, contracts and/or MOU's, CalCard requests and chargebacks. For more information or questions from the subjects mentioned above, please visit Purchasing's webpage linked [here](#).

See also [Contracts](#), [Cal Cards](#), [Requisitions \(Types\)](#)

Requisitions (Types):

Refer to Purchasing Guidelines linked [here](#).

See also [Accounting Department](#), [Purchasing Department](#)

Risk Management Department:

The District's Risk Management Department is responsible for identifying and evaluating risk and potential loss exposures in the District's programs and operations. The department manages the District's liability, property, and other insurance coverages as well as claims brought against the District. Risk Management also assists with safety and emergency preparedness training. For those employees operating District fleet or transporting District students, Risk Management oversees the EPN program. For more information, Risk Management's webpage is linked [here](#).

See also [Vehicle Safety Program](#)

School Wellness Policy:

SCUSD Food wellness policy restricts fundraising activities related to foods sold, and celebrations at school when food is served to students on campus. Regulations are effective from midnight to ½ hour after the school day or expanded learning program (whichever is later).

Foods served or sold to students must be on the pre-approved list, or compliant items using the [Smarts Snacks Product Calculator](#) to verify nutritional compliance.

Non-food celebrations are preferred, non-allergenic snacks may be served as long as they meet state and federal regulations for food served during the school day. Homemade items may not be served or sold to students.

Accounting services will not reimburse for foods served or sold to students during the school day that don't meet Smart Snacks requirements. To be eligible for invoice/purchase reimbursement attach the smart snacks calculator results indicating the nutritional for the item meets or exceeds the state requirements.

For more information about the District student wellness policy and for healthy celebrations and fundraising ideas visit <https://www.scusd.edu/District-wellness-committee>. In addition, frequently asked questions can be found [here](#).

See also [Food Guidelines](#)

Special Project Requests (SPR):

Special Project Requests are site based initiatives that are self-funded and help beautify the campus or bring student enrichment such as PTA site clean up days, planting a tree, or painting a mural. A Facilities staff member will guide you through the process to ensure compliance with procurement and state building regulations.

Please Contact Facilities to receive SPR Form and be assigned a Project Team
Facilities Contact Lori-Garcia@scusd.edu and or go to <https://www.scusd.edu/special-project-requests>

See also [Facilities Support Services](#)

Training/Onboarding of Business Procedures for New Employees:

Budget Services conducts monthly Escape training for school sites and one-on-one, as requested training for departments. Training is catered to each group focusing on budget coding, requisitions, and running reports. For more information on Escape training, refer to the training schedule linked [here](#), or, reach out to the Budget Analyst assigned to your school or department. Budget staff assignments can be found [here](#).

See also [Budget Literacy](#)

Transportation Department:

Transportation oversees and processes transportation requests, schedules buses, and tracks expenditures for approximately 2,500 curricular and other bus trips. In addition, provides a continuous program for the training of bus drivers that exceeds the requirements mandated by California law. Contact Information can be found [here](#).

Travel Policy/Conferences:

All District travel is procured centrally through Purchasing Services. In order to process Travel Requests, the following must be submitted:

- A [Travel Request Form ACC-F014](#) signed by all approvers submitted to Purchasing at least 30 days within state, and 60 days out-of- state prior to travel date.
- Escape Conference/Travel Requisitions created and submitted by the site and APPROVED by Budget.
- Backup (flyers, registration forms, Etc.) scanned and attached to the requisition(s)
- Send the total packet to Purchasing Box 830, or e-mail to Travel@scusd.edu for processing. (Please note any special instructions)

- Must have a separate requisition for each component of the trip. (flight, hotel, car rental, etc.)

These instructions are in place to ensure the necessary approvals are obtained and allowing Purchasing ample time to secure reasonable prices and ensure availability for lodging and transportation.

*Travel Policy and Conference procedures are under review. Any changes to the process will be communicated.

Travel Reimbursement:

Refer to Employee Travel Guidelines linked [here](#).

See also [Accounting Services](#), [Employee Reimbursement](#), [Purchasing Department](#)

Unauthorized Contractors:

Business Services has established a new procedure for transparency and approval of unauthorized contracts. An unauthorized contract is a vendor who provides services without an approved contract in place. Beginning January 2024, in the event that a contractor seeks payment without an approved contract, the payment amount will appear on the Consent Agenda seeking Board approval for payment.

- Vendors that cannot be approved should provide invoices for the services provided (and work should cease until approved).
- Departments or sites should contact Purchasing to complete an "Unauthorized Vendor Form" for board approval of payment owed.
- District employees cannot be vendors.
- Attach the signed invoice(s) to the vendor form.
- Create a requisition for the total amount owed.
- Vendor(s) will be paid upon board approval.

Please note that the responsibility to manage a contract, to ensure its compliant processing, to communicate with the vendor, to transmit invoices, to ensure all documentation is on file, and to oversee that procedures are met - all rests with the department or site. The Purchasing Team has implemented procedures to ensure compliance.

To avoid any interruption in service and ensure payment(s) are processed in a timely manner, below are a few important reminders:

- Cease all services that are not operating with an approved Purchase Order (PO) and do not allow services to begin without a PO.
- Vendors may not perform work that is assigned to a bargaining unit without prior conversation with labor partners.
- When providing approved services, vendors must document evidence of meeting all District minimum thresholds for the work to be performed. This includes insurance, fingerprinting, and background checks.
- Only the Business Services department may legally endorse and approve such contracts and agreements, which are subject to additional review by internal departments and the Board of Education.

- Approval is not guaranteed; services may not be rendered prior to obtaining approval, executing a contract, and receiving a purchase order.
- All Service Agreement (SA) requisitions are approved online, in Escape, by assigned approvers.”

Bulletin 2024-25 No. BS28 can be found [here](#).

For approved purchase orders, send a signed invoice to invoices@scusd.edu.

See attached Contracts Flow Chart and Approval process for Consultants & Other Contracted Services linked [here](#).

Unbudgeted Expenditures:

Departments and sites are responsible for understanding their budget. Expenditures exceeding an allotted budget will not be approved. Any available funds must be moved or adjustments made to the overall budget.

See also [Accounting Services](#), [Purchasing](#), [Contracts](#)

Vacancy Posting:

Approved vacant positions require an approved vacancy requisition before the position can be advertised on EdJoin. For questions regarding advertising or requirements, please reach out to Human Resources.

Vehicle Safety Program/Transporting Students:

All employees are required to follow District protocol while driving District vehicles or transporting District students. You can find the link to both the [EPN \(Employee Pull Notice\)](#) and [Vehicle Safety Program](#) bulletins.

EPN Notice

The Sacramento City Unified School District has established a driver's safety program known as "EPN" Employee Pull Notice for all employees and volunteers that drive on behalf of the District as follows:

- Employees that drive District vehicles
- Employees that use their own vehicles to transport students
- Volunteers that drive District vehicles
- Volunteers that use their own vehicles to transport students

All employee in-District Vehicles transporting students in vans or small District vehicles shall be drug and alcohol tested and enroll in the EPN program. [See Board Policy 4212.41](#)

"EPN" Employee Pull Notice allows the District to monitor driver license records of employees and volunteers who are required to drive on behalf of the District. This program is designed to ensure the safety of staff, students, and the community. If you have questions or concerns regarding this program, please feel free to contact Risk Management at (916) 643-9421.

Transporting Students

Please see the following information regarding the District's restrictions on the use of personal and commercial vehicles for transporting students. The regulations outlined below are intended for your protection as well as that of students, staff, parents/volunteers, and the District.

- The District's self-insured risk pool does not cover 15 passenger vans, which includes rented or borrowed vans.
- It is unlawful for employees, administrators or volunteers to drive students in a vehicle that carries more than 10 passengers (including the driver) unless the driver holds a Commercial Driver's License and School Pupil Activity Bus (SP AB) Certification and the vehicle is SP AB certified
- This vehicle must pass the same inspections as a regular school bus.
- The driver must meet the requirements of a school bus driver.
- The seats cannot be removed from a 15 passenger vehicle to meet occupant requirements.
- The vehicle must have been manufactured and maintained as a 10-passenger van. Please note the driver is counted as one of the 10 passengers. Therefore, the driver plus a maximum of nine passengers total the 10 passenger limit.

Van Usage/Rentals

Vans may be rented or leased from vendors as long as they meet the 10 passenger or less (including the driver) rating. K-12 schools in California SHALL NOT use a 15 passenger van to transport students even if seating capacity is reduced to 10 occupants or less. The rental and/or use of a van that has the capability of carrying more than 10 passengers (including driver) shall be unlawful to use.

Buses

If you require transportation for students, please contact the District Transportation Department at (916) 395-5720 x470014. They may be able to provide a school bus for your trip or can give you a list of District approved charter bus lines that may be hired. [See Legislation Law, Chapter 1- Transportation Services.](#)

See also [Transportation Department](#)

Work Order Submission:

SCUSD Maintenance Department Work Order Process

Submission of a Work Order:

- A work order can be submitted [here](#).
- A work order is created by District staff to notify the Maintenance Department that an item is in need of repair.
- A work order is used to document when the Maintenance Department has been made aware of an issue so it can be reviewed by the appropriate Shop Supervisor and prioritized.
- A work order is used to schedule the appropriate maintenance staff.

- A work order is a tool used for reporting the time and materials needed to make a repair or repairs.

What is Maintenance?

Examples of Maintenance:

- Plugged toilet
- Roof leak
- No heat or AC
- Broken window
- A door that will not close or lock properly
- Graffiti
- Power outage
- A playground slide has a crack or has loose/missing hardware
- Repairing a projector
- Broken sprinkler

What is a Capital Improvement? (These are not work orders)

Examples of Capital Improvements:

- Add a room or office
- Build a new bathroom
- Add parking, blacktops, walkways, or playground areas
- Repainting interior/exterior of schools
- Adding security cameras and fencing

See Also [Facilities Support Services](#)

Year End Timelines:

Business Services Year-end deadlines will be strictly enforced. It is the responsibility of the site and department staff to review the bulletin and PLAN AHEAD. Please refer to the Bulletin that is sent in early Spring of each year. Please refer to last year's bulletin found [here](#).