



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2415

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CATEGORY: **Fiscal Management, Purchasing**

EFFECTIVE: **1-29-62**

SUBJECT: **Nonstock Supplies, Materials, and Services**

REVISED: **6-23-2000**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures and guidelines governing the ordering of nonstock books, supplies, equipment, and vendor services.
2. **Related Procedures:**

Purchasing, supply, and distribution system .....	2400
Stock supplies and materials .....	2410
Administration of student body funds .....	2225
Student body fund raising .....	2265
Field trips, domestic (multi-day) and foreign.....	4587
3. For the name of a current contractor or other information, call the appropriate district buyer at (858) 496-8001.

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-6000, D-6700, G-4000; State Constitution, Article 16, Section 6.
2. **Nonbid procedures** are limited by Education Code Section 39873. Permission for use of nonbid procedures must be obtained from the Procurement and Distribution Manager.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Procurement and Distribution Department, Business Services Division, Administrative/Operational Support.
2. **Stock items** listed in the district catalog and accessible through the on-line ordering system should be used whenever possible.
3. **The standardized nonstock items** list is accessible through the on-line ordering system and should be used whenever possible.
4. **Prohibited Purchases.** Certain purchases (listed below) are prohibited by law and/or district procedures. Requisitions for unauthorized materials or services already received will be canceled and returned to the originating office. Payment for such orders will be the responsibility of the management employee authorizing the purchase.

- a. Approved, prohibited, and restricted chemicals are listed in the district's "Science Order Guide" (E.2.).
  - b. Medical supplies, other than those listed in Class 21 of the stock catalog/on-line ordering system and Class 06 nonstock items on the on-line ordering system, shall *not* be purchased.
  - c. Items sold by an employee or employee's immediate family.
  - d. Gifts or awards in excess of \$25.00 per item, financed by public funds to be presented to students or other individuals, including the printing and engraving thereon, except for plaques or paper items such as certificates.
  - e. Flammable items for decorative purposes, unless they have been treated with a flame- retardant material (Procedure 5105).
  - f. Certain instructional materials (Procedure 4050).
  - g. All other purchases *not* specifically preapproved by the appropriate buyer.
5. **Emergency Nonstock Purchases.** Use of Electronic Forms Routing and Approval (EFRA) purchase order authorized by the Procurement and Distribution Manager (D.1.c.). Contact the Procurement Unit, Procurement and Distribution Department for instructions.
  6. **Contracted and Specialized Services.** Contracts for specialized services are approved by the Board of Education. Requests for contracted and noncontracted services are processed as outlined in D.3.
  7. **Associated Student Body (ASB) purchases** of materials or equipment may be made by submitting an EFRA nonstock requisition (E.1.) to the Budget Department, Finance Division, Administrative/Operational Support. ASB purchases shall be paid from ASB funds generated by (a) a fund-raising activity specifically held for this purpose, (b) by a gift of funds to the school, or (c) by an authorized ASB budget item. (D.1.d.)
  8. **Parent Teacher Association (PTA) purchases** of materials may be made by submitting an EFRA nonstock requisition (E.1.) to the Budget Department. PTA purchases shall be paid from PTA funds. (Procedure 9220)

## D. IMPLEMENTATION

### 1. Ordering

#### a. All items other than books. Originator

- (1) Checks district standard stock catalog (E.4.) and standardized nonstock items list (E.5.), both accessible through the on-line ordering system, to determine whether item or a similar one is available.
- (2) If not available in standard stock catalog or nonstock list, prepares an EFRA nonstock requisition (E.1.).
- (3) Assigns valid budget charge number(s) for each requisitioned item. Requisitions for capital equipment or equipment replacement must be charged against a 6400 or 6500 object code (see California School Accounting Manual, Procedure 401).
- (4) Sends to Budget Department via EFRA system for review and authorization.

#### b. Books. Originator prepares appropriate EFRA Book Purchase Request (E.3.).

- (1) **EFRA Book Purchase Request (Short Form)**: For ordering books with district-applied ID numbers (i.e., approved basic and supplementary textbooks and books listed on reference book order guide or on library book list).
- (2) **EFRA Book Purchase Request (Long Form)**: For ordering all books other than those noted above. "Books" applies to all nonconsumable book materials (hardback or paper) or kits containing sets of books.

#### c. **Emergency purchase orders for health and safety.** *Prior to purchase,* originator calls appropriate buyer at (858) 496-8001 to verify legality of intended purchase and to determine vendor and estimated cost. Purchase orders are limited to emergencies that affect health and safety. Buyer will only process requisitions after budget approval.

d. **Associated Student Body (ASB) purchases (C.7.)**

- (1) **School** sends nonstock requisition via EFRA system to Budget Department, including:
  - (a) A copy of ASB student council minutes, donation statement, or ASB budget reference, as appropriate.
  - (b) An ASB check payable to “San Diego Unified School District” in amount of nonstock requisition.
- (2) **Budget Department**
  - (a) Verifies that budget account number is accurate.
  - (b) Deposits ASB check with district cashier and forwards requisition to Procurement and Distribution Department.
- (3) **Procurement Unit, Procurement and Distribution Department**, processes purchase order.

2. **Return of Purchased Supplies for Credit. School or department:**

- a. Prepares and processes EFRA nonstock requisition
- b. Prints “CREDIT REQUISITION” as an addition to the heading; list all details regarding materials to be returned, including:
  - (1) Quantity and description of item(s).
  - (2) Purchase order number on which material was received.
  - (3) Vendor from whom purchased.
  - (4) Condition of material.
  - (5) Reason for return.

3. **Contracted and Specialized Services.** Name of current contractor or other information, can be obtained by calling appropriate district buyer at (858) 496-8001.

- a. **Bottled water.** Distilled water may be purchased only when necessary for instructional purposes (e.g., science, consumer and family studies, auto shop). Bottled water for drinking purposes is *not* provided by district except in emergencies resulting from a shutoff of city water.
- (1) All emergency requests should be directed to appropriate district buyer at (858) 496-8001.
  - (2) Originator places order with approved contractor, allowing one week for service. Upon receipt of delivery, verifies and signs delivery ticket; forwards signed copy to Accounts Payable Unit, Accounting Department, Finance Division, Administrative/Operational Support, for issuance of payment.
  - (3) Bottles and tilt racks are on loan at no charge. When empty or no longer needed, they are returned to the *same company and franchised route man from whom received*. Failure to return bottles (e.g., due to loss or breakage) requires reimbursement at prices indicated in approved contract.
- b. **Welding and industrial gases**
- (1) **Ordering.** Allowing three (3) working days for delivery, instructor calls appropriate buyer to request scheduled delivery of gas; provides full description, including type of gas, size of tank, and delivery location (class and room number); sign receipt for delivery and/or pickup of all tanks, indicating on receipt whether tanks are owned by district or vendor; forwards signed receipt to Accounts Payable Unit, Accounting Department for issuance of payment.  
  
**Note:** District-owned cylinders have a white, painted box just below collar, in which is stamped "SDUSD" and a three-digit number.
  - (2) **Accountability and safety.** *Each site is responsible for tanks and for enforcement of safety precautions.*
    - (a) Empty cylinders should be tagged immediately to avoid confusion with other cylinders in use.
    - (b) To avoid fire hazard and rental charges, prior to closing shops at end of school year, instructor notifies buyer at (858) 496-8001

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for pickup of all cylinders which are not required for summer program and contain flammable gases or are vendor-owned.

(c) Credit is issued for vendor-owned tanks returned in full "tagged" cylinders.

- c. **Student field trips, domestic (multi-day) and foreign.** Procurement and Distribution Department develops and annually updates suggested list of travel agencies pursuant to Procedure 4587.

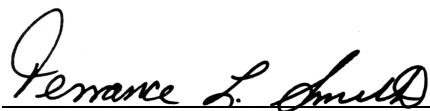
#### **E. FORMS AND AUXILIARY REFERENCES**

1. EFRA Nonstock Requisition
2. Science Order Guide, published annually by the Materiel Control Unit, Procurement and Distribution Department
3. EFRA Book Purchase Requests--Short Form and Long Form
4. Standard Stock Catalog (accessible through the on-line ordering system)
5. Standardized Nonstock Items List (accessible through the on-line ordering system)
6. EFRA Purchase Order (used by Procurement and Distribution Department).
7. California School Accounting Manual

#### **F. REPORTS AND RECORDS**

1. All receipts for services are retained on site for one year.

#### **G. APPROVED BY**



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For the Superintendent of Public Education