2.0 Requestor (PO Requisitions)

2.01 Requestor has a need for goods/services (e.g., facilities, IT, transportation services, books, instructional materials, supplies)

2.02 If the purchase is for technology items, site user may consult with Purchasing and/or IT Department (NCS)

2.03 Note: Requisitions for Facility-related work or services are also entered into BOSS; most come from Facilities, but some may come from the site users

2.04 Create online requisition in the BOSS System for goods or services

2.05 Any back documentation is either scanned and emailed to Purchasing Department or sent via inter-district mail

2.06 Submit Reqs. for approval - There are different approvals, based on funding source (e.g., Title I, LCFF, various categorical..). Office Manager to Principal to First Level of Funding Approval (e.g., Program Directors), then to Director of Finance, then to Associate Supt., Business Services if requisition is $10,000 or more) for all requisitions

2.07 Purchasing Director reviews the requisition (for appropriateness) after it has been approved at all required levels

2.08 Purchasing Director assigns the requisition to the correct buyer (e.g., by commodity, such as: Public Works, Technology, Furniture, Textbooks)
3.0 Non-Contract Purchase Orders

3.01 Buyer obtains quotes from vendors

3.02 Vendors respond to the quote

3.03 Buyer verifies correct Account String used on Requisition (e.g., did bid come in under the $500 for non-capitalized equipment, which means a 43XX Object code must be used rather than a 44XX Object code)

3.04 Buyer selects vendor quote

3.05 Buyer processes the PO in BOSS System

3.06 Prints the PO copies. BOSS System has a Terms and Conditions Section where T & Cs can be entered and this language is printed on the front of the PO provided to the vendor.

3.07 Purchasing Director signature is auto printed on the printed POs (signature is electronically stored in BOSS)

3.08 Print to PDF from BOSS with signature and filed by vendor...PDFs saved to an Excel or Word file

3.09 Fax/Email PO to Vendor

3.10 Distribute copies of the unsigned PO internally

3.11 Buyer can make the change to the Requisition to use the correct Object code

3.12 If site does not have the budget in the correct Account number that must be used, then site has to prepare a budget transfer

3.13 If only an Object # change is need, then no need for requisition to go through workflow again, but if the funding/resource needs to change, then the requisition needs to be re-routed through workflow approval.

4.0 Change Orders

4.01 Site enters a new Requisition in BOSS for a Change Order

4.02 Requisition goes through approval process in BOSS System

4.03 Change order is agendized for Board Approval

4.04 For Public Works Projects only—a new PO is issued after Board Approval of the Change Order

4.05 Change Order PO follows same process as original PO (i.e., for distribution)

5.0 Vendor Website Ordering

5.01 The district will order directly from some websites that do not accept a PO (e.g., Amazon, online Costco, Sams Club): Buyer uses HLPUSD CalCard/ VISA issued to Purchasing Director to pay for the items

5.02 The district also order directly from some websites that accepts a PO (e.g., Dell, Staples Advantage)

5.03 PO Reservation in BOSS and issue the PO to the vendor (after the on-line order is made)
Vendor delivers items to the district warehouse or directly to school sites.

Warehouse verifies all the counts of all the items by comparing the counts on the PO and the counts from the packing slip.

Warehouse staff receives the items in the BOSS System; for items direct shipped to sites, Site staff sign receiving PO copy or sign packing slip or invoice.

Warehouse Supervisor/Senior Supervisor writes the received count on the Receiving Copy PO and sends it to Purchasing Dept.

Warehouse verifies all the counts of all the items by comparing the counts on the PO and the counts from the packing slip.

Warehouse staff writes the received count on the Receiving Copy PO and sends it to Purchasing Dept.

Purchasing reviews the item costs and quantities delivered to verify correctness of the order.

Purchasing then forwards the Receiving copy of PO to Accounts Payable for payment.

Vendor delivers items to the district warehouse or directly to school sites.

For site delivered orders, the site inter-district mails the Signed PO to Purchasing Department.

For tagged items, the tag number is logged into the Excel worksheet along with serial number, description, school site, and amount for the item, etc...

For non-tagged items, Warehouse and IT/NCS.

For certain technology items (e.g., computers), the items are given to IT/NCS for further processing.

For incomplete orders/partial shipments, the warehouse uses the PO Receiving copy, stamp "Partial" on the PO with their initials and date of receipt. If back-ordered, warehouse staff writes "BO" on the PO Line item. When/if back-ordered line item ultimately received, then warehouse staff cross-out "BO" and put a check mark on that PO Line Item with the received date and their initials.

For tagged items, Asset Worksheet.

Item costs and quantities delivered to verify correctness of the order.

For site delivered orders, the site inter-district mails the Signed PO to Purchasing Department.

Purchasing reviews the item costs and quantities delivered to verify correctness of the order.

For incomplete orders/partial shipments, the warehouse uses the PO Receiving copy, stamp "Partial" on the PO with their initials and date of receipt. If back-ordered, warehouse staff writes "BO" on the PO Line item. When/if back-ordered line item ultimately received, then warehouse staff cross-out "BO" and put a check mark on that PO Line Item with the received date and their initials.

For tagged items, Asset Worksheet.

For tagged items, Asset Worksheet.

For tagged items, Asset Worksheet.