
STATE MODERNIZATION FUNDING PROCEDURE (ACC-P002)
Sacramento City Unified School District

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1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to account for all state modernization funding received for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Analyst III

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Accounting Services

4.0 DEFINITIONS:

- 4.1 OPSC – Office of Public School Construction
- 4.2 Escape System – Financial Software
- 4.3 Site – facility within the District (i.e., school, department, etc.)
- 4.4 Resource Code – a component of the Standardized Account Code System (SACS)
- 4.5 Location Code – a component of SACS that identifies the site
- 4.6 Warrant – check, negotiable instrument for cash
- 4.7 Requisition – request to purchase goods or services

5.0 PROCEDURE:

- 5.1 Record journal entry for the receipt of state modernization funds to resource code and location code
- 5.2 Run Escape expense report and download information into Excel on the Form SAB 50-06, Detailed Listing of Warrants
- 5.3 Form SAB 50-06 is sent to OPSC at specified time intervals
- 5.4 Upon project completion, OPSC will audit the project and choose their samples from the SAB 50-06, or will close their file on the project.
- 5.5 Approve all requisitions using State Modernization Funds

6.0 ASSOCIATED DOCUMENTS:

- 6.1 SAB 50-06 – State Allocation Board Form through OPSC
- 6.2 Cash Receipt journal (yellows) from Sacramento County Office of Education (SCOE)
- 6.3 Letters of request from OPSC

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Modernization Files	File cabinet in office	Three years after project is closed out by OPSC	Discard as desired	Locked file cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/04	A	Initial Release

***** End of procedure *****