SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1

Meeting Date: June 14, 2012

<u>Subject</u>	: Business and Financial Information
	Information Item Only Approval on Consent Agenda Conference (for discussion only)

Boardof Education Executive Summary

Administrative Services
Purchase Order Board Report for the Period of
April 15, 2012 through May 14, 2012
June 142012

At the April 25, 2011 Board meeting, staff proposed providing a report comparable to one provided by member Rodriguez from the Hawthorne Schootrict at the April 7, 2011 Board meeting. This particular report is generated from the district's on-line finance/human resources systemcalled "Escape On-Line"

Staff will provide this systergenerated report at the firsBoard meeting of every moht. The report will provide information from the 1th 5through the 1th of the month.

While this report was discussed during the presentations around contracts, the report provides information on purchases including supplies that require the generation a purchase order. A purchase order is created when a school site or department requests a product or service that requires an outside purchase.

At the bottom of the system generated report, there is a statement that reads in plants recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items orderethis report is brought before the Board as an information item only and does not require Board approval. As discussed at the April 25, 2011 Board meeting, staff will continue to present contracts (along with a copy of the contract) above the Public Contract Code limit in the Consent Agenda portion of the regular Board meeting agenda. Board approval for Purchase Orders anticacts below the Public Contract Code limit will continue to come before the Board for appraisaturrently presented.

II. Driving Governance:

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Boardof Education Executive Summary

Administrative Services
Purchase Order Board Report for the Period of
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The Location column indicates the location of the originator of the requisition. It may be a school site or department but indicates who has ordered the particular item.

The Fundcolumnindicates the primary source of finding. For example, Fund 01 is the General Fund. It is important to note that the General Fund does not necessarily mean "unrestricted funds" Categorical funds such as Title I, Economic Implant and Special Educationre accounted for in the General Fund. Further in the reporton Page33, there is a summary that shows the fund number and name of that particular fund.

Finally, the report shows the Account Amount. This is the amount of the particular requisition or order when the PO is generated.

On page34 of the attached report, there are PO Changes. These are purchase orders that were generated and have had changes to the amobignincreasing or decreasing the PO. There are many reasons that a PO maged to be increased unknownprice increases or something as simple as thæddition of tax and shipping may create an increase to a PO. Frequently, blanket orders are set up for an estimated amount and may decreased throughout the year Decreases are noted as a negative numbethe report.

IV. Goals, Objectives and Measures:

Promote transparency by providing additional information to the Board and public on expenditures made by the district throughout the year.

V. Major Initiatives:

Useinformation as a guide to ensure continuous improvement

VI. Results:

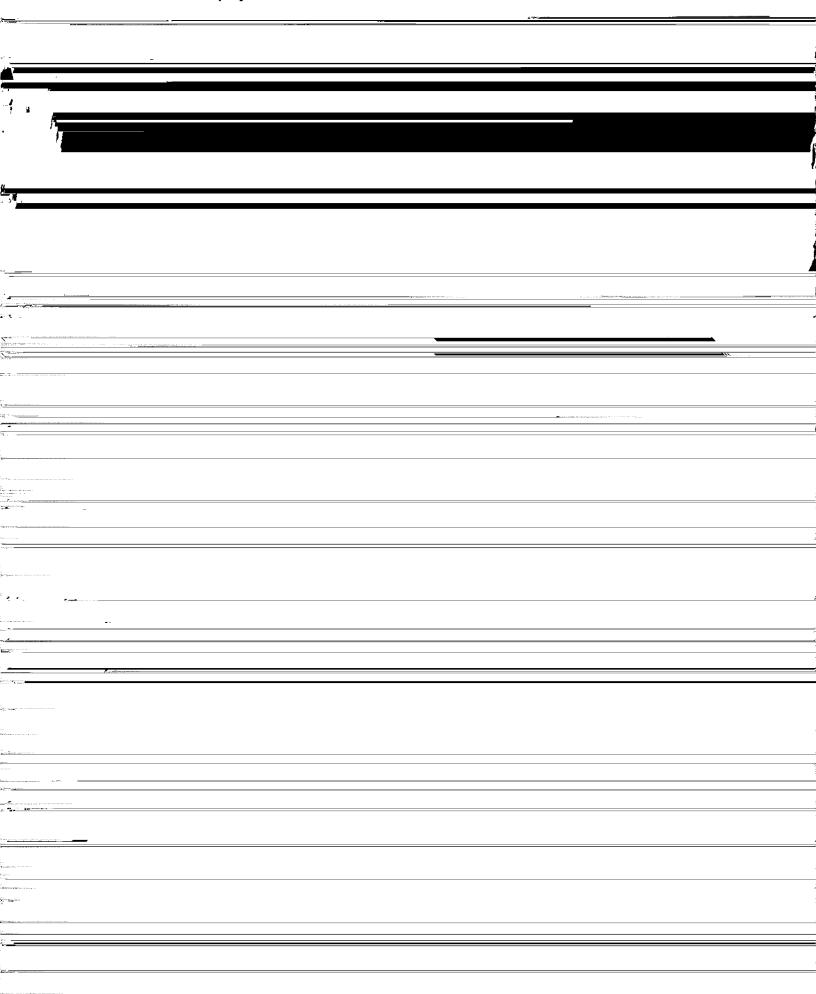
The attached informatioprovides furthertransparency

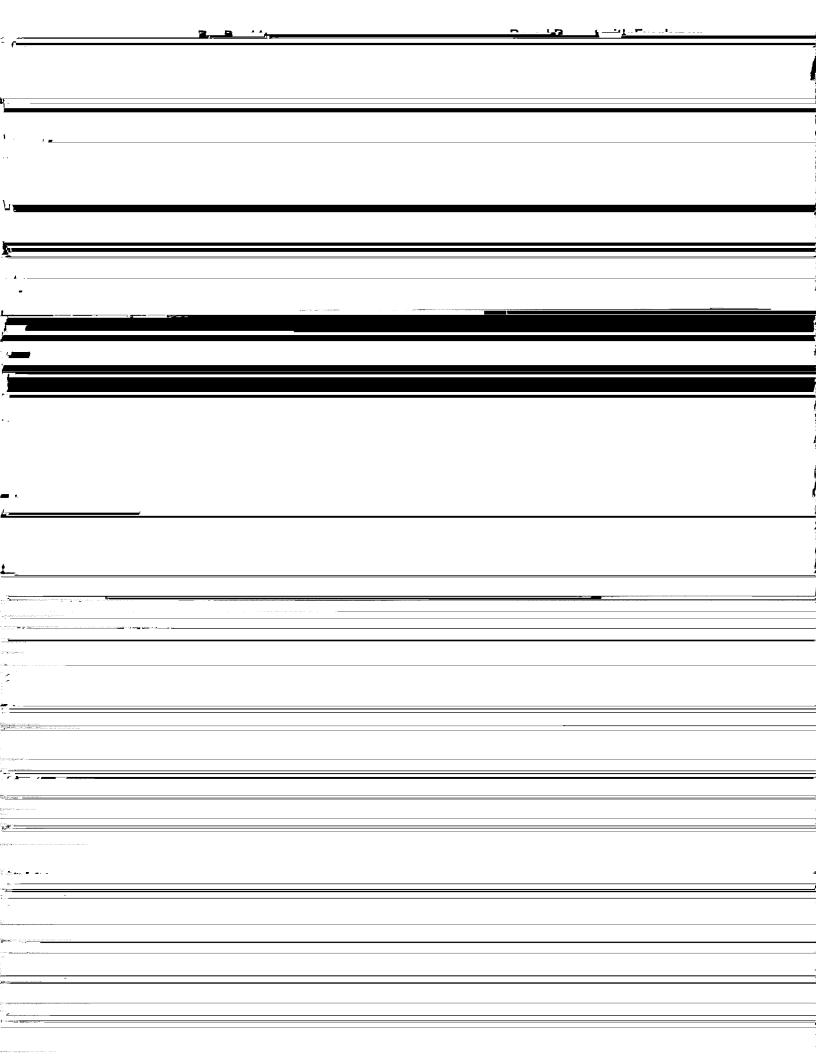
VII. Lessons Learned/Next Steps:

Provide report monthly

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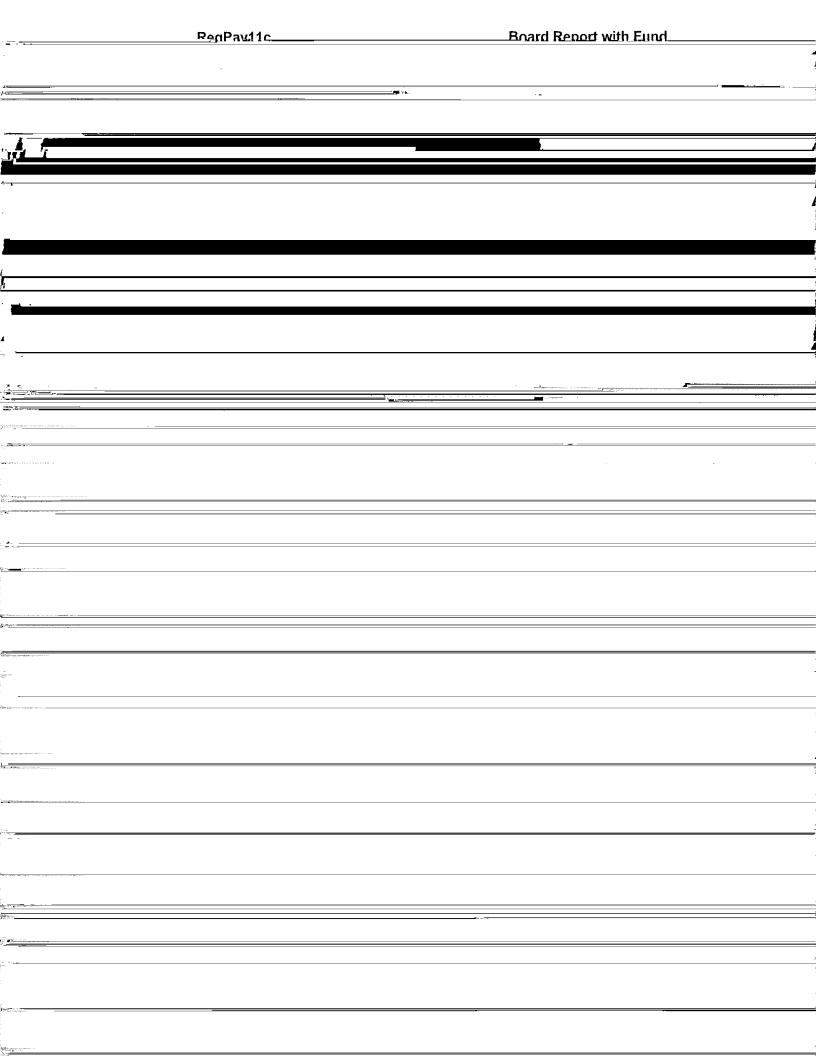
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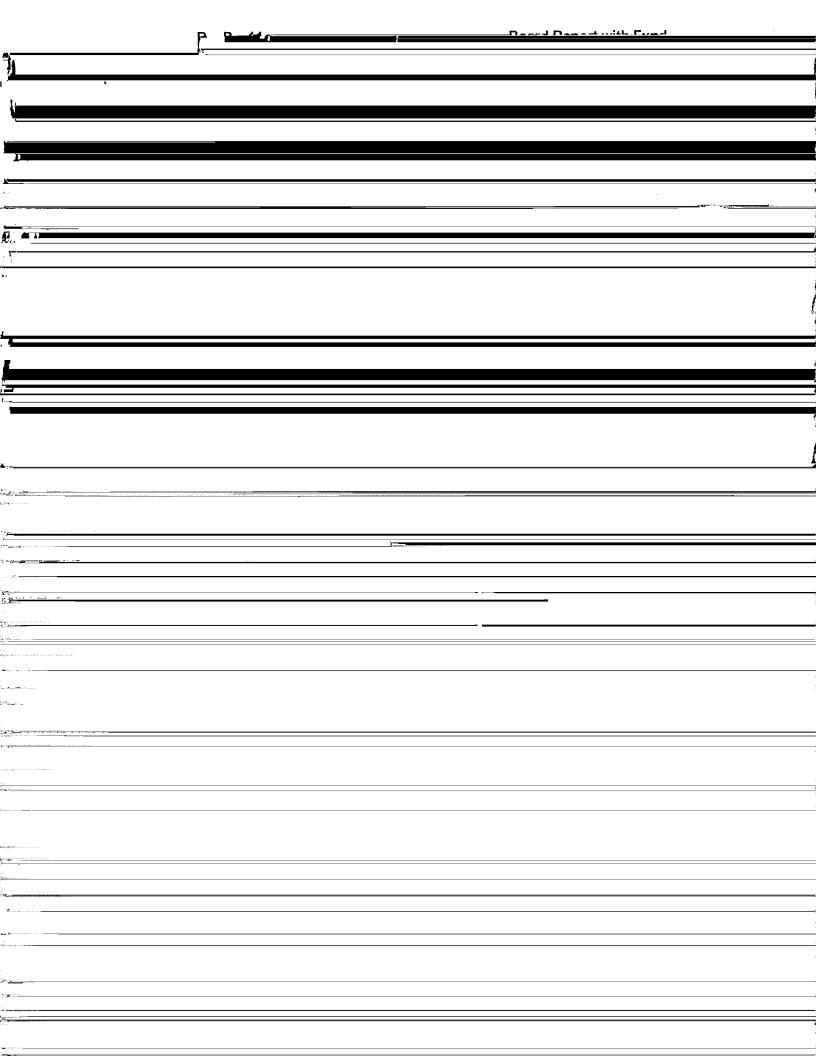


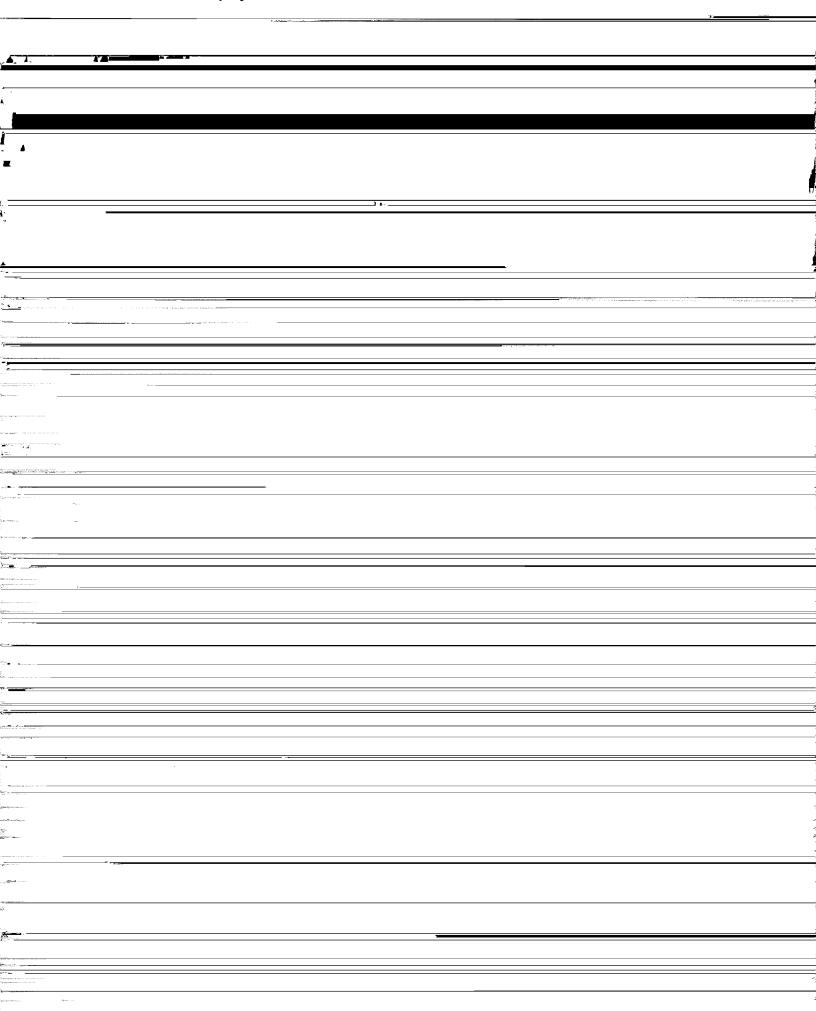
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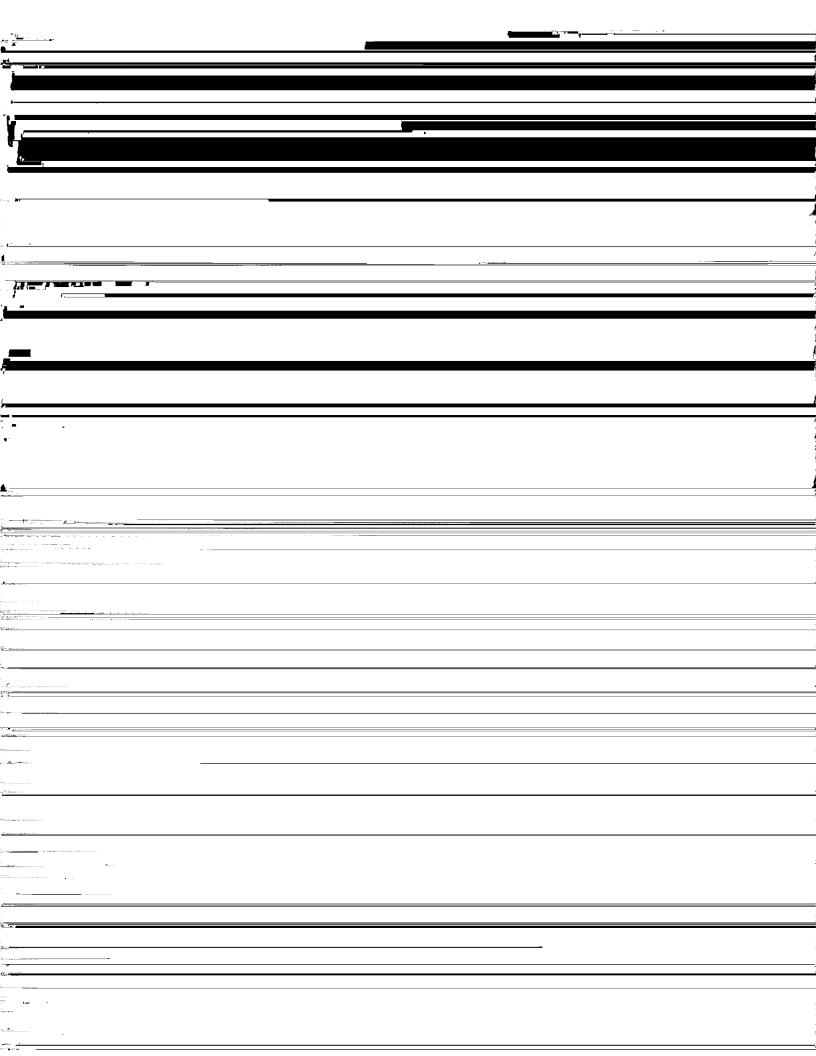
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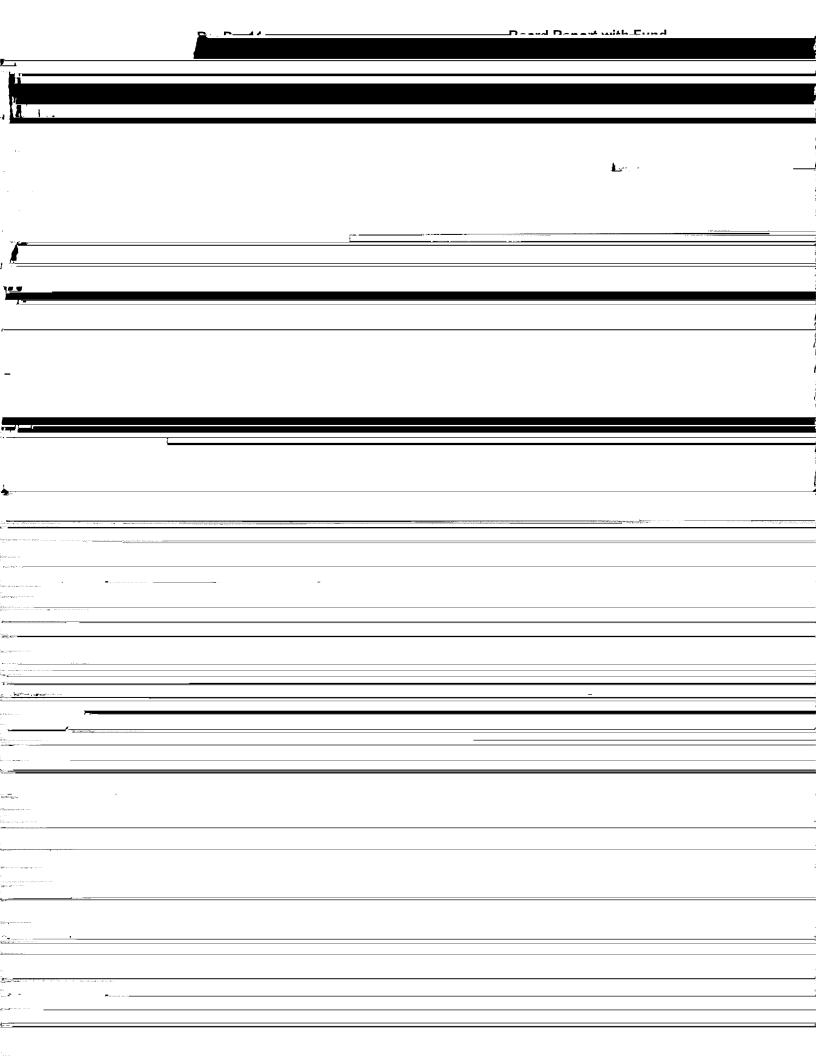
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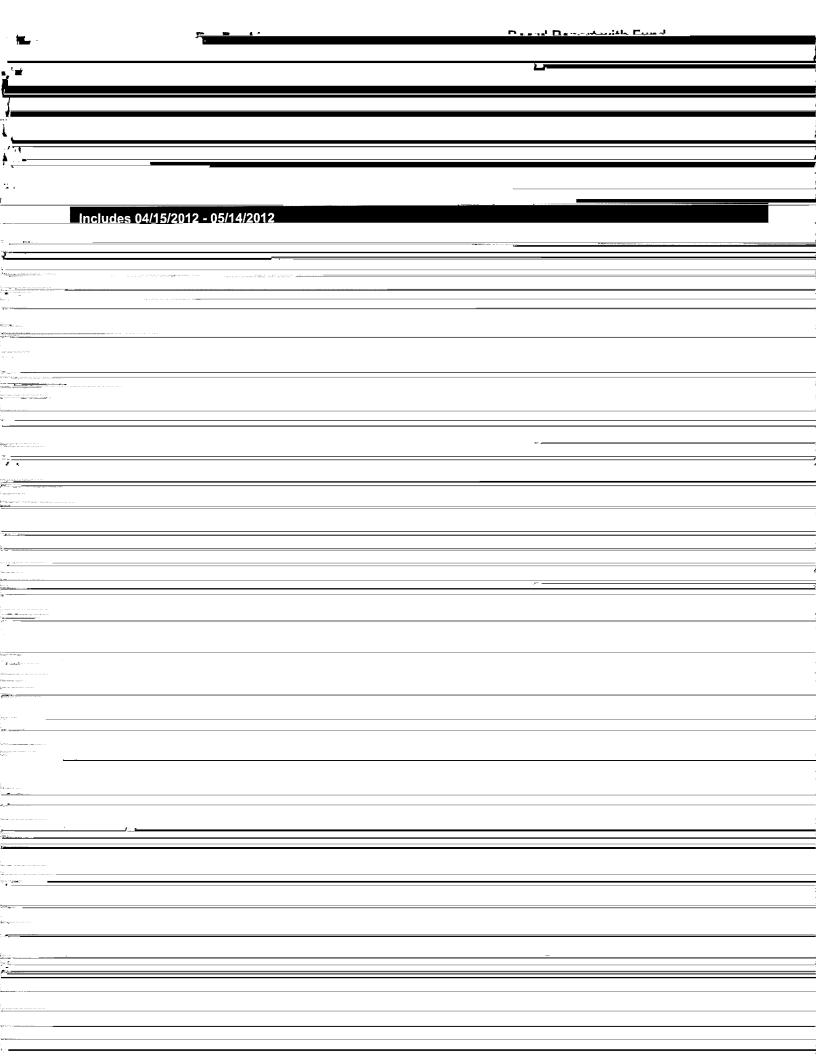
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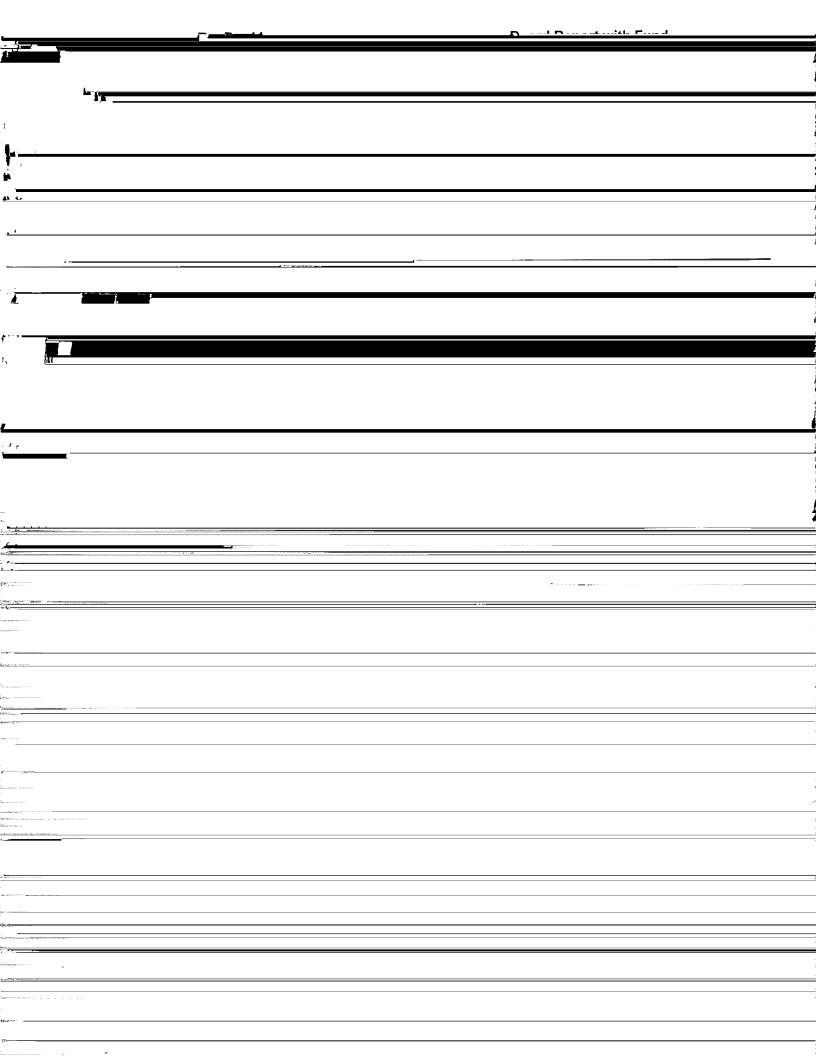
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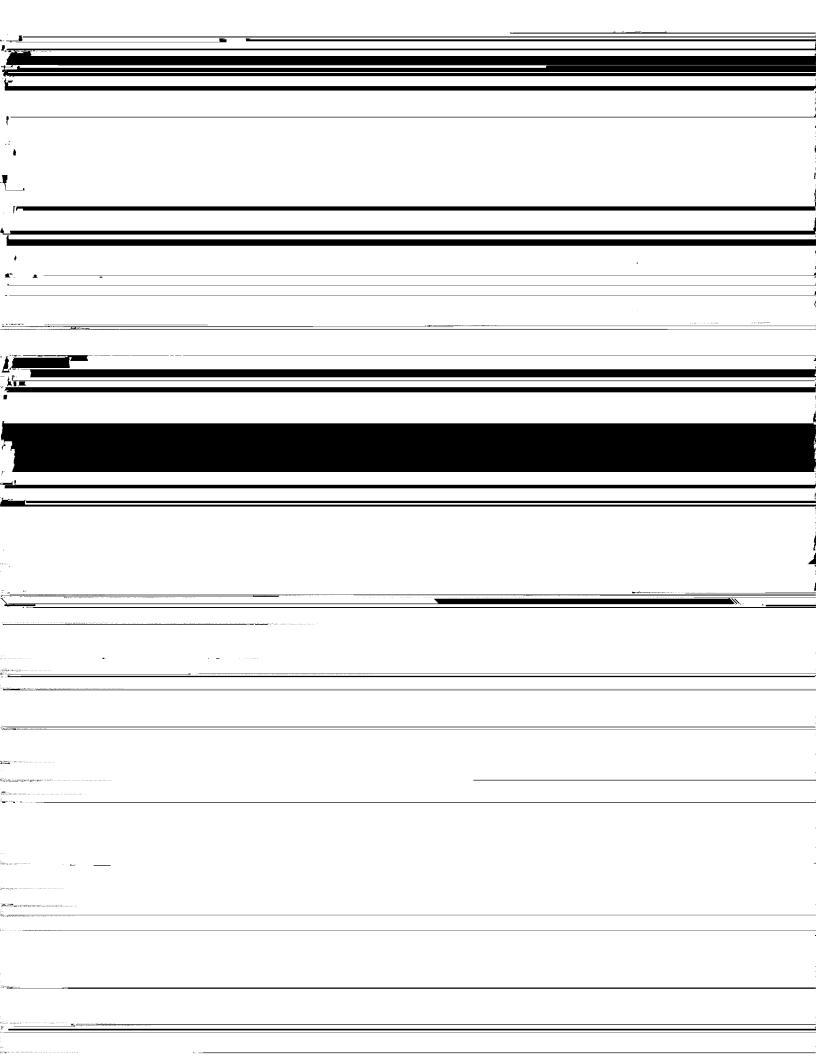
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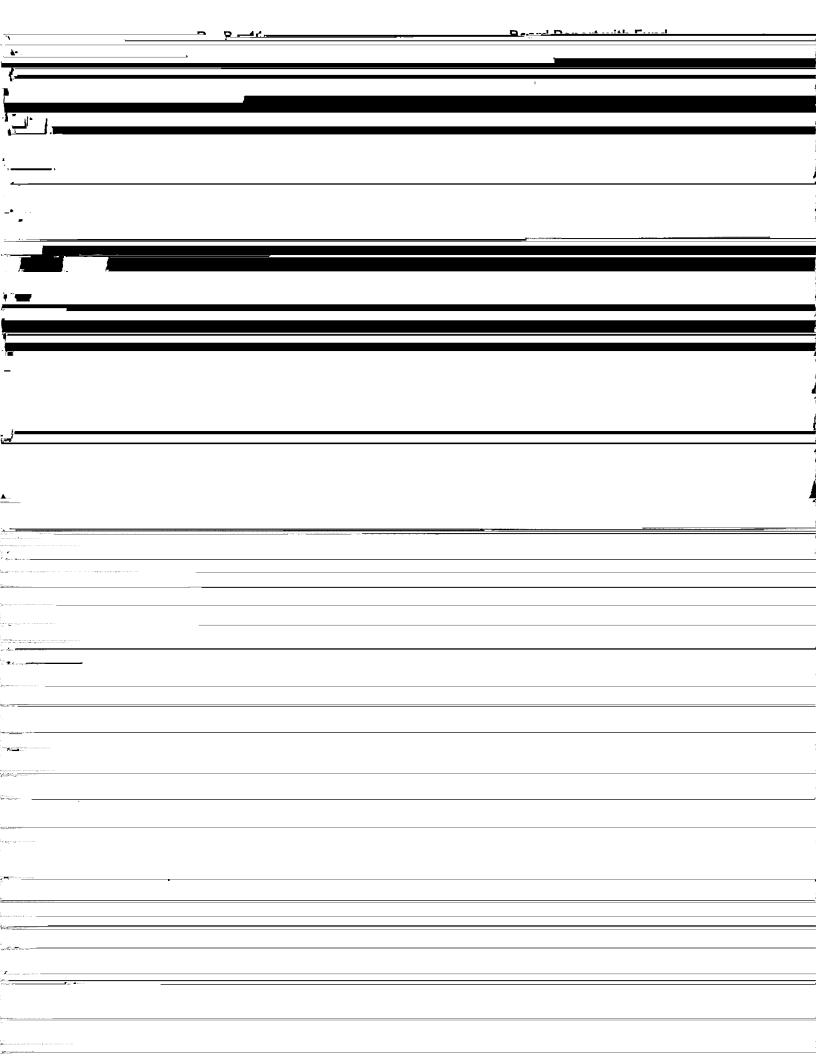


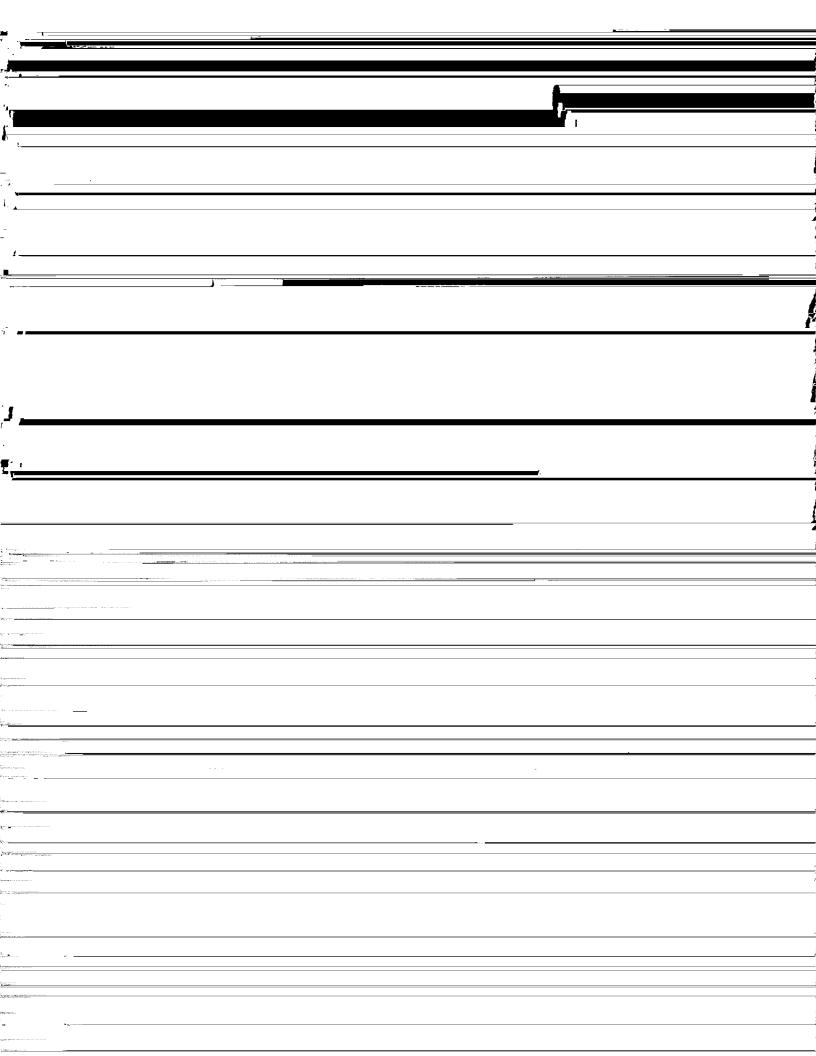
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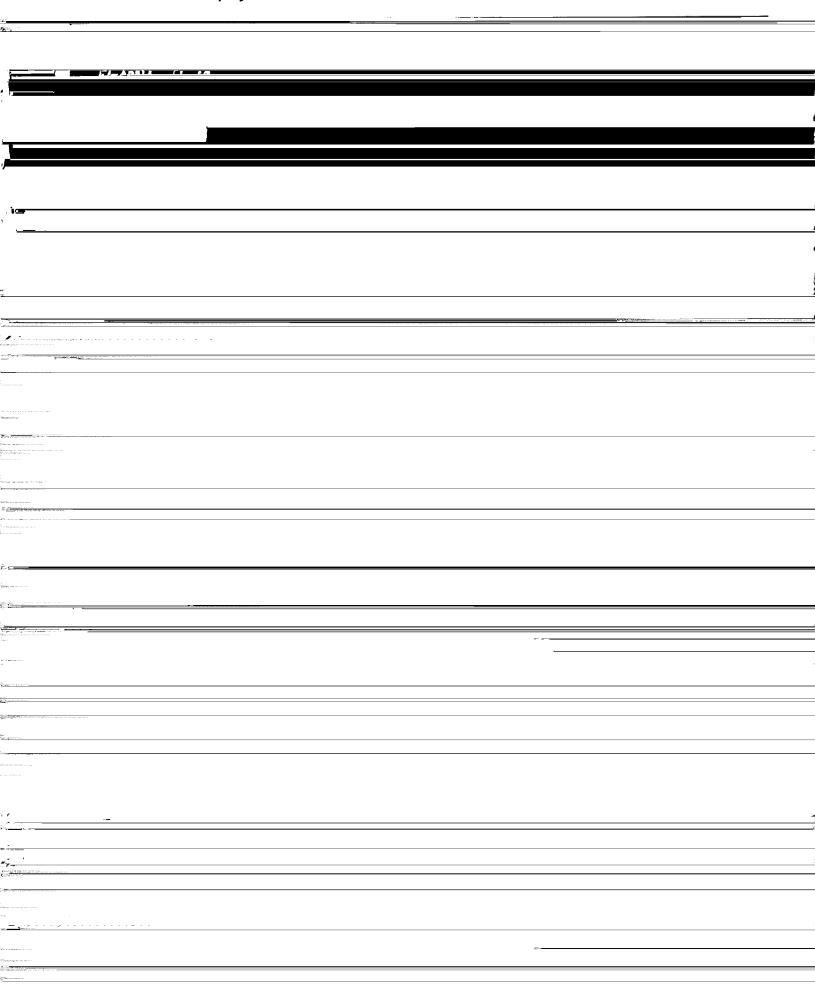
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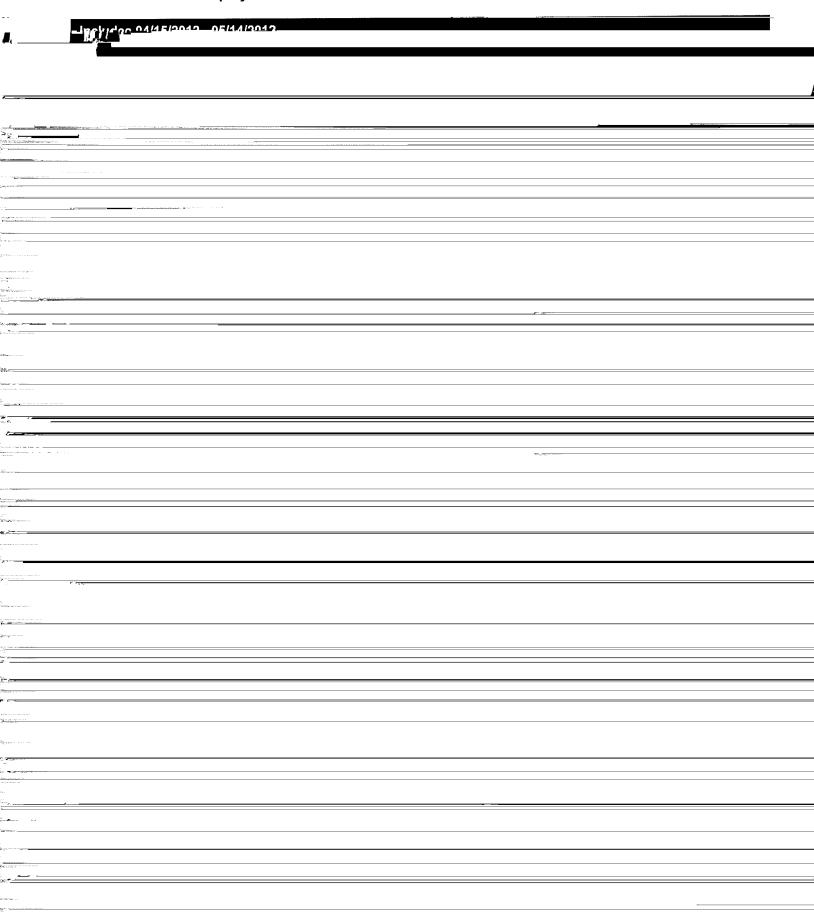


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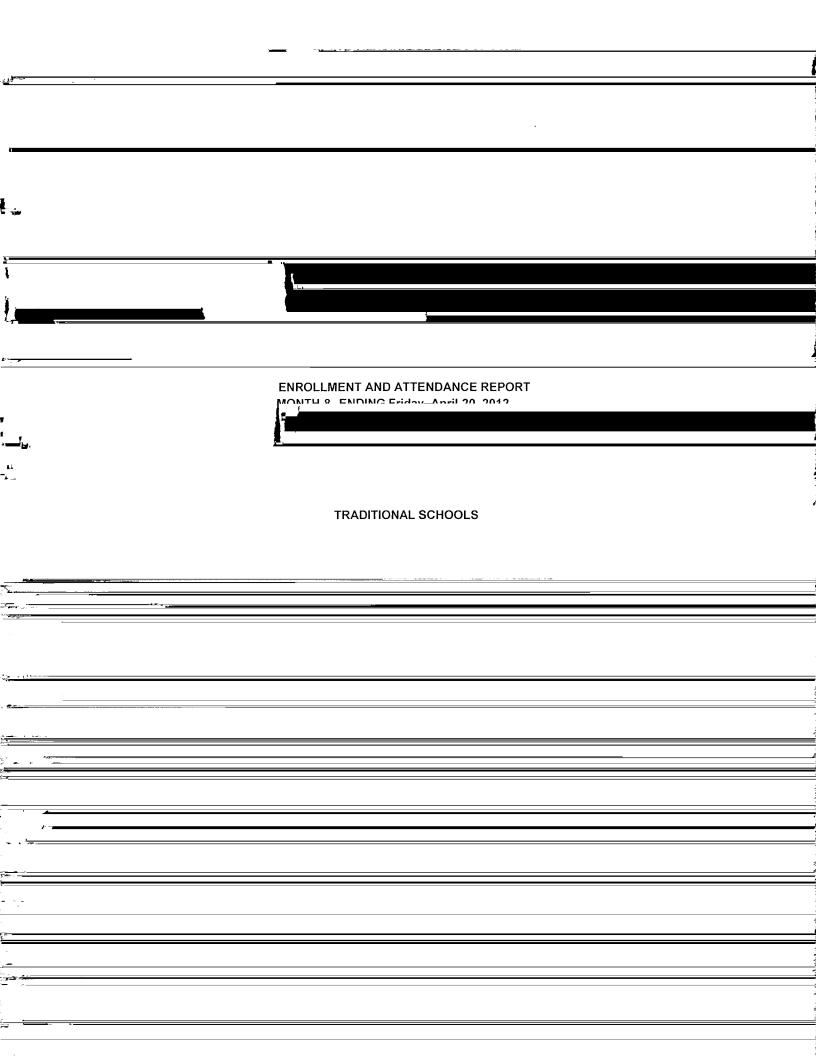
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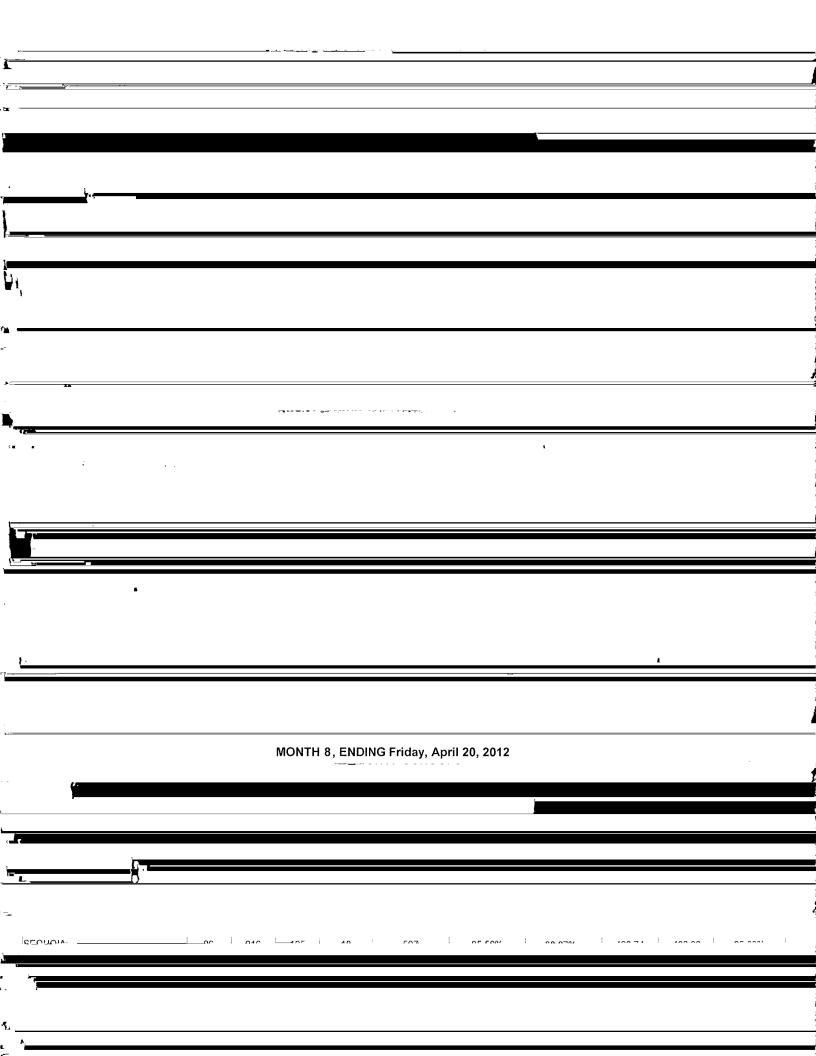
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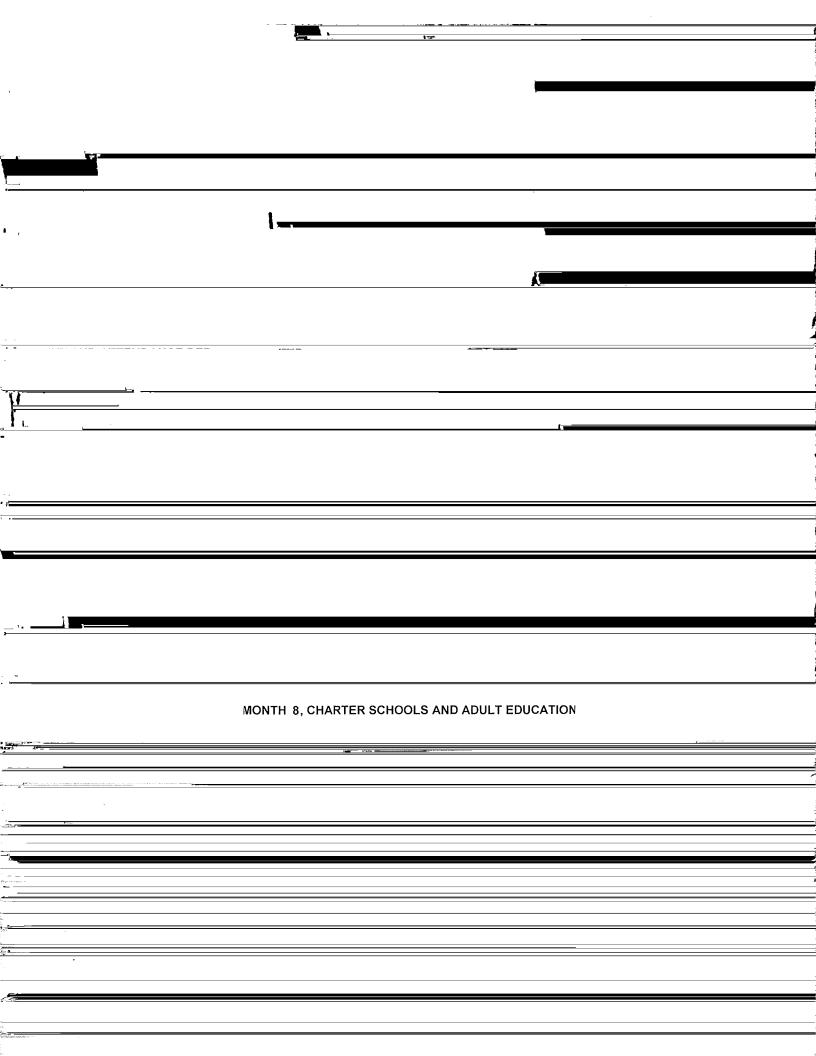
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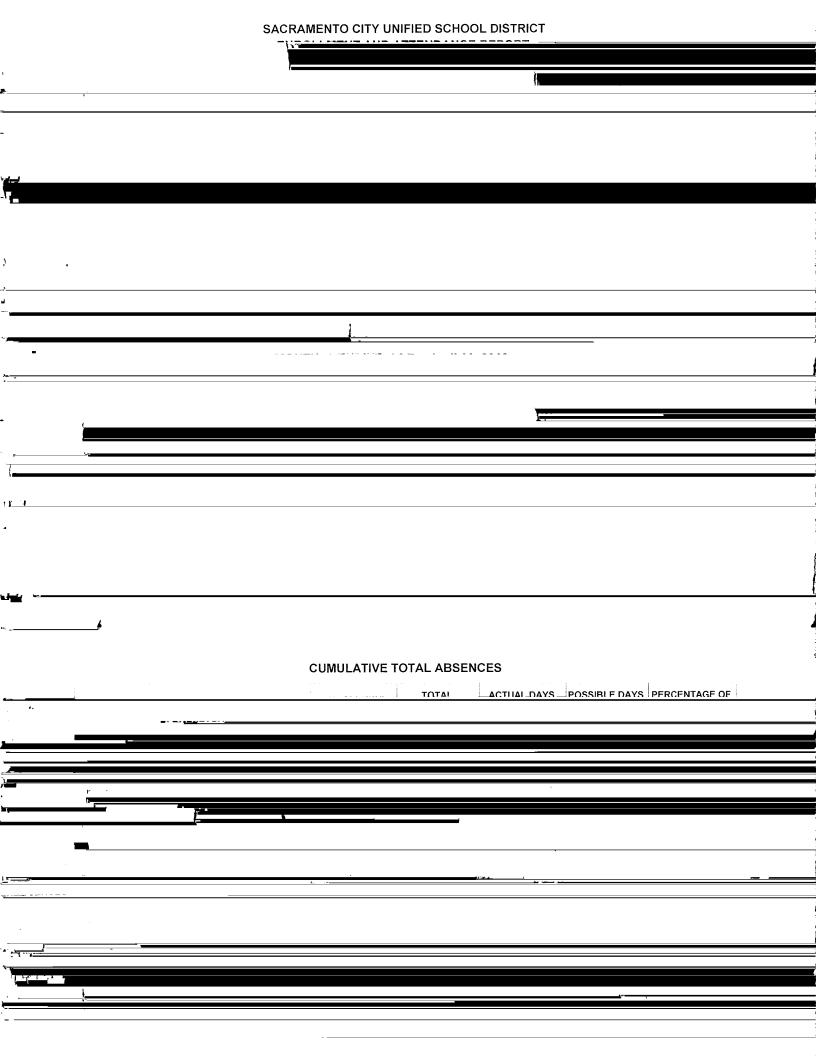
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT TRADITIONAL SCHOOLS



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT ENROLLMENT AND ATTENDANCE REPORT

MONTH O ENDING Friday, April 20 2042

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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
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MONTH & ENDING Friday, April 20, 2042
MONTH 8. ENDING Friday. April 20. 2012 COMPARATIVE STATISTICS
Note: Prior year comparison information is not available due to a change in report criteria
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