



BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER ST. BAKERSFIELD, CA 93305

Department of Stores and Purchasing Procedures for Walk-Throughs

1. An electronic requisition must be created. A new requisition number must be created for each purchase. Requisition must be routed completely to “Purchasing Department” electronically **AND** the hard copy must be signed with principal or designee signature.
2. All walkthrough requisitions **MUST** contain a ‘comment box’ entry. Please abide by and include the following:

Comments for all FOOD requisitions must include the following:

- 🚩 Date and Topic of the event
- 🚩 Start and End time of the event
- 🚩 Description of food items being purchased (i.e. sandwich tray, drinks, muffins, juice and coffee)
- 🚩 Expected No. of attendees and type (i.e. 50/teachers, 25/parents, 30/students)
- 🚩 Estimated cost of meal per person (tax & delivery included)
- 🚩 LCFF Funds only (No Title I funds)

Comments for General Requisitions (Title I or LCFF)

- 🚩 What is being purchased
- 🚩 Who it is being purchased for
- 🚩 Why/How – the purpose of the purchase
- 🚩 As of October 12th – SPSA Action & SSC approval date (from 2018-19 SSC meeting)

3. Please adhere to the [BCSD Wellness Policy](#) and Budget Guidelines for food purchases. Should you have questions regarding this information, consult with State and Federal Programs Department.
4. It is the responsibility of the school site and/or department to make sure the requisition has been completely routed electronically from the special approval site (Title I, LCFF, Magnet, etc.) **PRIOR** to receiving approval from Purchasing.
5. All signed “hard copy” requisitions must be sent to the Department of Stores and Purchasing for a stamp of approval (Account No. and Purchase Order number) at least 3 days prior to shopping trip.

Smart & Final Requisitions: These requisitions require an Account No. and a Purchase Order No. prior to store visit. Transactions will not be permissible without this information. **Original requisition** and **original receipt** must be scanned, uploaded to Smarte, and submitted to Purchasing within 48 hours.

Albertsons/Vons: These requisitions require a stamp of approval and an assigned debit card, accordingly. The card **AND** the **ORIGINAL** receipt must be returned to purchasing within 48 hours.

- **IMPORTANT – If the card is lost or stolen, notify the Purchasing Department IMMEDIATELY****
Should you fail to meet the submission deadline of 48 hours, penalty fees will be assessed.
Employees must have their BCSD photo ID to prevent a possible delay in transactions.

