




Janea Marking
Chief Business &
Operations Officer

REQUISITION LISTING YEAR-END PROCESS

In Escape go to

Enter search criteria to create the list:

1. In Order Location field enter your 4 digit Site Location Code
2. Status Printed
3. Go to populate the list

Review and make sure received items are ROL (received online). Make sure to enter actual date item was received, as the system will default to current date.

Make sure invoices have been emailed to invoices@scusd.edu

Enter search criteria to create the list

1. Order Location field, enter your 4 digit Site Location Code
2. Go to the list
3. Follow directions below depending on the status of requisition.

If the req is in Ready for Payment status, make sure invoices have been emailed to invoices@scusd.edu

If the req is in Approved status, contact Purchasing to print PO.

If the req is in Submitted status, please contact Budget for approval.

4. Export, review and indicate which need to be paid/closed or carry over to new fiscal year. When done reviewing, email your list to invoices@scusd.edu

Please also review and confirm documents following type of requisitions:

All Fund 12 Child Dev	0724 Music Section	0704 Communications Office	0705 Employee Relations
All Fund 11 Adult Ed	0726 Library/Textbook Services	0710 Constituent Services	0708 Student Support Services
0701 Board of Education	0731 American Indian Education	0717 Legal Counsel	0727 Multilingual/Multicultural Med
0703 Superintendent Office	0737 Curriculum & Professional Development	0725 State and Federal Programs	0728 Materials Development Lab
0712 Instructional Assistant Superintendents	0752 Youth Engagement Services	0732 College & Career Readiness/CTE	0758 ISS (Integrated Support Services)
0713 Adult/Voc Ed	0754 GATE	0739 Linked Learning	0760 Student Hearing & Placement/Alt.
0714 Instructional Assistant Superintendents	0755 After School Services	0740 Enrollment Center	0763 Foster Youth Services/Targeted Prev.
0715 Early Learning & Care, (Child Dev)	0759 YES - 21st CENTURY	0745 Matriculation & Orientation Center	0764 Health Services
0716 Instructional Assistant Superintendents	0762 Expanded Learning Services	0748 Attendance & Engagement	0770 Human Resource Services
0720 Instructional Assistant Superintendents	0765 Positive Youth Development	0810 Nutrition Services	0772 Employee Compensation (Payroll/Benefits)
0721 Chief Academic Office	0767 Youth Development Support Services	0821 Safe Schools Office	0800 Business Services
0723 Deputy Superintendent Office	0776 Staff Development	0823 Security Services	0801 Internal Audit
0733 School, Family & Community Partnerships	0807 Facilities Support	0835 Distribution Services	0802 Accounting Services
0735 Family & Community Empowerment	0822 Building & Grounds	0900 Private Schools	0804 Budget Services
0742 Assistant Supt. of Student Support Services	0824 Operations Services		0808 Techno4 crtyervices

**BUDGET SERVICES
2023-24 Staff Assignments**

Angie Chavez, Fund Specialist Phone: 643 7868		Sherril Peterson, Fund Specialist Phone: 643 7869		Steve Haskins, Fund Specialist Phone: 643 7856		Tina Arrendondo, Fund Specialist Phone: 643 7870		Bobbie Argo, Fund Specialist Phone: 643 7861	
ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8	
0032	Caleb Greenwood	0035	Camellia Basic	0101	Susan Anthony	0010	A. M. Winn Public Waldorf K-8	0029	Bret Harte
0110	Ethel Phillips	0108	Ethel Baker	0104	Elder Creek	0095	Ea Warren	0037	Caroline Wenzel
0146	Isado Cohen	0130	Golden Empire	0138	Martin Luther King	0111	John Morse	0059	David Lubin
0235	Mark Twain	0148	Leataata Floyd (P)	0139	H. W. Harkness	0168	John D. Sloat	097	Abraham Lincoln
0350	Genevieve Bidion K-8	0151	Leonardo da Vinci K-8	0142	Hollywood Park	0282	Phoebe Hearst	098	Cesa Chavez Intermediate
0354	Sutterville	0173	Alice Birney Waldorf Inspired K-8	0153	John Bidwell	0285	Pony Express	0100	Edward Kemble
0363	Theodore Judah	0269	Pacific	0178	Success Academy	0300	Crocker/Riverside	0117	Father Keith B. Kenny (P)
0384	William Land	0277	Suyou Elementary	0242	Matsuyama	0327	Sequoia	0144	Hubert H. Bancroft
		0379	Washington	0265	Oak Ridge (P)	0359	Tahoe	0163	John Cabrillo
				0272	Parkway			0262	Nicholas
				0305	James W. Marshall			0267	O. W. Erlewine
								0390	Woodbine
MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS	
0415	California	0420	Rosamonds (P)	0490	Miwok Middle School	0410	Albert Einstein	0480	Sarabranan
0445	John H. Still K-8	0431	Ferris Bacon Basic (P)			0450	Umoja International Academy		
						0495	Will C. Wood (P)		
HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS	
0520	Hiram Johnson (P)	0521	West Campus	0517	Health Professions High School	0510	C. McClatky	0540	Rosemont
0562	Accelerate Academy	0557	School of Engineering & Sciences	0525	John Kennedy	0530	Luther Burbank	0571	Capital City School
				0570	American Legion				
CENTRAL		CENTRAL		CENTRAL		CENTRAL		CENTRAL	
0810	Nutrition Services		Transportation	All	Fund 11 Adult Ed		Fund 12/ELC	0807	Facilities Support
								0822	Building & Grounds
								0824	Operations Services
								0825	(Serna Education Center)

Doris Quan, Fund Specialist
Special Education Department
Phone: 916 643 8122
L0750 Special Education Contact