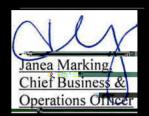


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2023-24 YEAR-

REQUISITION LISTINFORYEAR-END PROCESS

In Escapego to

Entersearch criteria to created stlist:

- 1. In Order Locationfield enter your digitsite Location Code
- 2. Status Printed
- Go to populate the list Review and make sure receiteends areROL(received ohine) Make sure to enter actual date item was received, as the system will defauthteto current dae Make sure invoideesve beere mailed to invoices@sord.edu

Enter search criteriacreate to the modist

- 1. Order Locationfield, enter your digitsSite Location Code
- 2. Go thelist
- Follow directions below depending the status biferequisition.
 If thereq is inReadyfor Payment status, make sure involices been emailed tonvoices@scusd.edu
 If thereq is inApproved status, contact Purchasing to print PO.
 If thereq is inSubmitted status, please contact Budget for capal

4. Export, review and indicate websicheed to be paid/closed or carryoweber on new fiscal yea//hen doneeviewingemail your list <u>itovoices@scusd.edu</u>

Please also review and confirm documents follow times type of requisitions:

- All Fund 12 Child Dev
- All Fund 11 Adult Ed
- 0701 Board of Education
- 0703 Superintendent Office
- 0712 Instructional Assistant Superintendents
- 0713 Adult/Voc Ed
- 0714 Instructional Assistant Superintendents
- 0715 Early Learning & Care, (Child Dev)
- 0716 Instructional Assistant Superintendents
- 0720 Instructional Assistant Superintendents
- 0721 Chief Academic Office
- 0723 Deputy Superintendent Office
- 0733 School, Family & Community Partnerships
- 0735 Family & Community Empowerment
- 0742 Assistant Supt. of Student Support Services 0824 Operations Services

- 0724 Music Section
- 0726 Library/Textbook Services
- 0731 American Indian Education
- 0737 Curriculum & Professional Development
- 0752 Youth Engagement Services
- 0754 GATE
- 0755 After School Services
- 0759 YES 21st CENTURY
- 0762 Expanded Learning Services
- 0765 Positive Youth Development
- 0767 Youth Development Support Services
- 0776 Staff Development
- 0807 Facilities Support
- 0822 Building & Grounds

- 0704 Communications Office 0710 Constituent Services 0717 Legal Counsel 0725 State and Federal Programs 0732 College & Career Readiness/CTE 0739 Linked Learning 0740 Enrollment Center 0745 Matriculation & Orientation Center 0748 Attendance & Engagement 0810 Nutrition Services 0821 Safe Schools Office 0823 Security Services 0835 Distribution Services
- 0900 Private Schools

- 0705 Employee Relations 0708 Student Support Services 0727 Multilingual/Multicultural Med 0728 Materials Development Lab 0758 ISS (Integrated Support Services) 0760 Student Hearing & Placement/Alt. 0763 Foster Youth Services/Targeted Prev. 0764 Health Services 0770 Human Resource Services 0772 Employee Compensation (Payroll/Benefits) 0800 Business Services 0801 Internal Audit 0802 Accounting Services 0804 Budget Services
- 0808 Techno4 crtyervices

BUDGETSERVICES 2023 24 Staff Assignments

	AngieChavezFundSpecialist Phone:6437868	Sherre ₽ eterson,FundSpecialist Phone:643 7 869		StevenHaskinsFundSpecialist Phone:6437856			TinaArrendondo,FundSpecialist Phone:643 j7870	BobbieloArgo,FundSpecialist Phone:6437861	
	ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8
0032	CalelGreenwood	0035	CamellBasic	0101	Susab Anthony	0010	A.MWinn PublicWaldorkK Ø	0029	BretHarte
0110	EthePhillips	0108	Ethell Baker	0104	ElderCreek	0095	EaWarren	0037	CarolineWenzel
0146	IsadoCohen	0130	GoldenEmpire	0138	Martin LutherKing	0111	JohnMorse	0059	DavidLubin
0235	Marktwain	0148	LeataataFloyd(P)	0139	H.W.Harkness	0168	JohnD. Sloat	097	AbrahamLincoln
0350	Geneviev@idionK8	0151	Leonardoda VinciK 8	0142	HollywoodPark	0282	PhoebeHearst	098	CesalChavezIntermediate
0354	Sutterville	0173	AliceBirneyWaldorf InspiredK 8	0153	JohnBidwell	0285	PonyExpress	0100	EdwardKemble
0363	TheodoreJudah	0269	Pacific	0178	SuccessAcademy	0300	Crocker/Riverside	0117	FatherKeithB.Kenny(P)
0384	WilliamLand	0277	Suy:uElementary	0242	Matsuyama	0327	Sequoia	0144	HubertH.Bancroft
		0379	Washington	0265	OakRidge(P)	0359	Tahoe	0163	JohnCabrillo
				0272	Parkway			0262	Nicholas
				0305	JamesW. Marshall			0267	O.W. Erlewine
								0390	Woodbine
	MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS
0415	California	0420	Rosearks(P)	0490	MiwolkMiddle School	0410	AlberEinstein	0480	SanBrannan
0445	JohrH. Still K B	0431	FerrBaconBasio(P)			0450	UmojainternationalAcademy		
						0495	WillC.Wood(P)		
	HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS
0520	HiramJohnsor(P)	0521	WesCampus	0517	Healt P rofessionsHighSchool	0510	C.KMcClatchy	0540	Rosemont
0562	AcceleratedAcademy	0557	Schooof Engineering Sciences	0525	John Kennedy	0530	LutheBurbank	0571	CapitatitySchool
				0570	AmericanLegion				
	CENTRAL		CENTRAL		CENTRAL		CENTRAL		CENTRAL
0810	Nutrition Services		Transportation	All	Fund11 Adult Ed		Fund12/ELC	0807	Facilitie Support
								0822	Building Grounds
								0824	Operation Services
								0825	(Serna∉ducationCenter

DorisQuan,FundSpecialist SpeciaEducationDepartment Phone:916 643 8122 L0750SpeciaEducationContact