

SITE OPERATIONS CIRCULAR NO. 1018

Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: October 4, 2005

To: All Principals, Child Development Center Administrators,
Division and Department Heads

Subject: WALK-THROUGH/PICKUP PURCHASE PROCEDURES
FOR TEACHING AIDS, TOYS, GAMES AND BOOKS

**Department and/or
Persons Concerned:** Persons doing walk-through/pickup of teaching aids, toys,
games and books

Reference: None

Action Requested: Share information with appropriate staff

Brief Explanation:

The streamlined walk-through/pickup purchasing procedures for instructional materials, including teaching aids, toys, games and books, will be continued for the period of September 15, 2005 through September 14, 2006. **Purchase of gift certificates, gift cards, and food items are prohibited. Only teaching aids, toys, games, and books are permitted. Workshop/conference registration fees are also not permitted. District personnel are encouraged to use district procurement cards whenever feasible.** When the use of a procurement card is not possible, the nonstock requisition process may be used.

Only vendors at locations listed in this circular offer discounts and are participating in this program. Any purchases made at other locations must be done using a procurement card.

The **nonstock requisition** process is outlined below:

1. Complete a paper nonstock requisition listing desired items (not to exceed \$500 per requisition). Equipment with a value of \$500 or more shall NOT be purchased under this process.
2. Obtain the principal's/administrator's approval/signature on the requisition.
3. Take the yellow, white, and blue copies of the requisition to the participating vendor.
4. Shop for items to be purchased. Items sought to be purchased, but not available at time of purchase, may **not** be backordered.
5. The district employee does not need to receive any paperwork from the vendor, but shall retain the blue copy of the requisition and return it to the site administrator.
6. The district employee must sign the itemized sales receipt, invoice, or cash register slip and leave it with the vendor. The vendor retains the white copy of the requisition and mails the yellow original to the district's Accounts Payable Unit located at the Eugene Brucker Education Center, 4100 Normal Street, Room 3209, San Diego, CA 92103-2682, along with the respective sales receipt, invoice, or cash register slip attached.
7. In the event material needs to be returned, the district employee must obtain the processed receipt/invoice and copy of the nonstock requisition from the Accounts Payable Unit to present to the vendor. No returns will be accepted without this documentation.

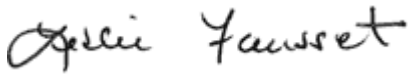
Below is a list of vendors participating in the walk-through procedure along with the discounts they offer:

<u>Discount</u>	<u>Item(s)</u>	<u>Vendor</u>	<u>Address</u>
20%	All.	Barnes & Noble	7610 Hazard Center Dr., San Diego
20%	All	Barnes & Noble	5500 Grossmont Center Dr., La Mesa
20%	All	Barnes & Noble (new)	10775 Westview Parkway, San Diego
26%	All	Borders Inc. (new)	1072 Camino del Rio North, San Diego
10%	All	Casa del Libro Bookstore	1735 University Ave., San Diego
10%	All	Creative Teaching Supplies d.b.a. California Teachers Supplies, Inc.	943 Lomas Santa Fe Dr., Solana Beach
20%	Books	Eastman Educational Associates	544 S. Pacific Street #D-100, San Marcos
0%	Tch Aids	Eastman Educational Associates	544 S. Pacific Street #D-100, San Marcos
10%	All	Edumate-Educational Materials, Inc.	2231 Morena Blvd., San Diego
5%	All	Lakeshore Learning Materials	7510 Hazard Center Rd., San Diego
0%	Books	Okapi Educational Materials	544 S. Pacific Street #D-100, San Marcos
10%	All	The Education Corner	844 Jackman Street, El Cajon
20%	Books	Whoo's Smart Educational Materials	9460-L Mira Mesa Blvd., San Diego
10%	Tch Aids	Whoo's Smart Educational Materials	9460-L Mira Mesa Blvd., San Diego
20%	All	Yellow Book Road	8315 La Mesa Blvd., La Mesa
20%	All	Yellow Book Road Too	8323 La Mesa Blvd., La Mesa

This cancels and supersedes Site Operations Circular 1023, dated December 17, 2004.

Pete M. Iverson
Chief Business Officer
Business Operations Division

APPROVED:



Leslie Fausset
Interim Superintendent

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Distribution: Lists A, C, D, E, and F