

2025

Purchasing / Warehouse Handbook



115 W. Allen Avenue, San Dimas, CA 91773

August 2025

1 TABLE OF CONTENTS

2	Introduction	1
3	Purchasing & Warehouse Staff	2
4	Basis For Operation	3
4.1	Authorization	3
4.2	Legal Provisions & Corresponding Board Policy	3
5	General Information	4
5.1	Authorized & Unauthorized Purchases.....	4
5.2	Bids & Quotes	4
5.2.1	Informal Bids - California Uniform Public Construction Cost Accounting Act (CUPCCAA) ...	4
5.2.2	Formal Bids - California Uniform Public Construction Cost Accounting Act (CUPCCAA)	4
5.3	CalCard –Credit Card	5
5.4	Change Orders	5
5.5	Computer & Technology Purchases.....	5
5.6	Conference/Workshop Registration	5
5.6.1	Conference/Workshop/Training Attendance	5
5.6.2	Hotel Reservations	6
5.6.3	Mileage & Meal Reimbursements	6
5.7	Contracts & Agreements.....	6
5.7.1	Consultant & Independent Contractor Agreements.....	6
5.7.2	Maintenance Agreements.....	7
5.7.3	Professional Services Agreements	7
5.8	Copiers	7
5.9	Deliveries.....	8
5.9.1	District Site Delivery Schedule	8
5.9.2	Direct Ship, Drop Ship, or Pick-up from Vendor	8
5.10	Emergency Purchase Order	8
5.11	Equipment – Purchases, Repairs/Service, E-WASTE, SURPLUS, Disposal	8
5.11.1	Equipment Purchases.....	8
5.11.2	E-Waste, Surplus, or Disposal	9
5.11.3	Repairs / Service.....	9

5.12	Field Trips	10
5.12.1	Entrance / Ticket / Participation Fees.....	10
5.13	Live Material – Science	10
5.13.1	Office Depot	10
5.14	Material Data Safety Sheets (MSDS).....	11
5.15	Object Codes	12
5.16	Preview Orders.....	14
5.17	Reimbursements	14
5.17.1	Mileage & Meal Reimbursements	14
5.17.2	Materials & Supplies Reimbursements.....	14
5.18	Returns & Exchanges	14
5.19	Subscriptions.....	15
5.20	Vendors / Contractors.....	15
5.20.1	New Vendors.....	15
6	Warehouse – Requisitions, Receiving & Delivery	15
6.1	Receiving.....	15
6.2	Returns.....	15
6.3	Warehouse Stock Orders	16
6.3.1	Submitting a Warehouse Stores Requisitions.....	16
6.3.2	Emergency Stores Order– Walk Through Requisitions.....	16
6.3.3	Out of Stock / Back-Ordered Items.....	16
6.4	Delivery – from warehouse.....	16
7	APPENDIX.....	18
7.1	CONFERENCE / WORKSHOP ITEMIZED EXPENSE CLAIM.....	19
7.2	request for reimbursement	20
7.3	Mileage Reimbursement.....	21

Purchasing / Warehouse

2 INTRODUCTION

The purpose of this handbook is to provide information about the policies and operating procedures for procurement, competitive bidding and related services in support of the educational goals for the Bonita Unified School District (BUSD). Policies and procedures identified in the handbook comply with laws of the State of California, regulations of the District's Governing Board and best business and purchasing practices applicable to school Districts and other governmental agencies throughout California.

The following information should be used as a guide to District resources and services that are available to assist your procurement and contracting requirements. Purchasing staff members are available to help you in a variety of ways, including assisting in the preparation of purchase requisitions, sourcing products and services, publishing requests for proposal, preparing bid packages and processing competitive bids, processing warehouse stores orders, creating and reviewing specifications and establishing terms and conditions for purchased products and services, among other services.

Maria S. Moreno
Director of Purchasing & Warehouse
Bonita Unified School District

3 PURCHASING & WAREHOUSE STAFF

Maria Moreno

Director, Purchasing & Warehouse

(909) 971-8320 ext 5250

moreno@bonita.k12.ca.us

PURCHASING

Connie Gutierrez

Buyer II

(909) 971-8320 ext 5251

gutierrez@bonita.k12.ca.us

Melissa Romanek

Buyer II

(909) 971-8320 ext 5252

romanek@bonita.k12.ca.us

WAREHOUSE

Mark Mann

Delivery Stockperson

(909) 971-8320 ext 5253

mann@bonita.k12.ca.us

Daniel Grijalva

Delivery Stockperson

(909) 971-8320 ext 5256

grijalva@bonita.k12.ca.us

MAIL SERVICES

Michael Brown

Delivery Stockperson

(909) 971-8320

mbrown@bonita.k12.ca.us

4 BASIS FOR OPERATION

4.1 AUTHORIZATION

Procurement is the responsibility of the Governing Board; the prudent expenditure of tax dollars is a major policy function. All purchase orders and formal contracts must be approved by the Governing Board, with specific approvals indicated in the official Board minutes. Each transaction between the District and any other entity or person involving property transfer or the rendering of a service is a contract, and all contracts are subject to the approval of the Governing Board.

Clear guidelines are established by the Board through the adoption of Board policies, administrative regulations and department policy. The District's Director of Purchasing guides the development and control of standards, procedures and forms that implement the purchasing policies established by the Governing Board.

4.2 LEGAL PROVISIONS & CORRESPONDING BOARD POLICY

Governing Boards may delegate the power to contract to the District Superintendent or to a designated agent. The delegation of power may be limited as to time, money, or subject matter or may be a blanket authorization in advance of its exercise. However, contracts pursuant to such delegation shall not be an enforceable obligation against the District until ratified by the Governing Board. *[EC §§ 17604-5, 35161, 81655-6]*

BUSD Authorized Agents & Limits: [BP 3310, Purchasing Procedure]

The Board delegates the power to contract (*EC 17604*) and purchase (*EC 17605*) materials, supplies, equipment, and services as follows:

Authorized Agent	Purchase Orders & Contract Authorization Levels
Superintendent	All Contracts & Purchase Orders
Assistant Superintendent Business Services	All Contracts & Purchase Orders
Senior Director Fiscal Services	All Purchase Orders
Purchasing Director	All Purchase Orders

5 GENERAL INFORMATION

5.1 AUTHORIZED & UNAUTHORIZED PURCHASES

BUSD purchases a wide variety of merchandise through a centralized purchasing system. Procurement of supplies, materials, equipment and services are centralized in the Purchasing Department under the Director of Purchasing, operating within the Business Services Division. Please note that funds for the acquisition of goods or services may not be committed without an authorized Purchase Order. Goods and/or services purchased or ordered without proper authorization are considered unauthorized purchases for which the District has no legal liability or obligation to pay vendor claims. Accordingly, unauthorized purchases will not be honored by the District. Invoices for unauthorized purchases received by the Accounting Department will be forwarded to the Director of Purchasing for appropriate action.

To prevent personal liability for all unauthorized purchases, all District personnel and representatives are asked to follow prescribed purchasing procedures. We realize, however; there are emergency or urgent situations that occur. Accordingly, procedures to provide an immediate response to these situations have been established (see Emergency Purchase Orders or Walk-through Warehouse Requisition).

5.2 BIDS & QUOTES

5.2.1 Informal Bids - California Uniform Public Construction Cost Accounting Act (CUPCCAA)

Goods and services with a total cost under \$15,000 and not exceeding the threshold requiring the utilization of the formal bid process may be purchased from the lowest responsible party after obtaining written quotes from qualified vendors. Three quotes should be obtained, whenever possible, to secure the most favorable prices when formal competitive bidding is not required. Informal written bidding is generally requested for supplies, equipment, services, and public projects that approach the dollar limits specified for formal competitive bidding by law or District policy.

5.2.2 Formal Bids - California Uniform Public Construction Cost Accounting Act (CUPCCAA)

Public projects of sixty thousand dollars (\$75,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. (b) Public projects of two hundred thousand dollars (\$220,000) or less may be let to contract by informal procedures. (c) Public projects of more than two hundred thousand dollars (\$220,000) shall be let to contract by formal bidding procedure. (d) If all bids received are in excess of two hundred thousand dollars (\$220,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

5.2.3 Piggybackable Contracts

In the best interest of the District the governing board may authorize Purchasing to lease or purchase data processing equipment, or purchase materials, supplies and equipment for the District through the use of a contract that was legally awarded to a vendor by any public agency. [PCC 20118]

5.3 CALCARD—CREDIT CARD

The purpose of the credit card program is to streamline and simplify the requisitioning, purchasing and payment process for small supply transactions when a Purchase Order is not accepted and assist or simplify travel/conference expenses, as well as provide a wider array of vendor choices to meet school/department needs. At the same time it is of utmost importance to retain necessary controls and to ensure compliance with District procedures, as well as federal and state regulations.

5.4 CHANGE ORDERS

When it becomes necessary to request a change to an order that has already been placed via Purchase Order to the vendor, please contact the Purchasing Department to assist you with the change order process. **Please do not authorize any changes directly with the vendor.** Purchasing will process a change order to reflect your needs and contact the vendor in order to authorize the change. When orders are received in the warehouse, if the order change(s) are not reflected on the purchase order, it can delay delivery of your order and payment to the vendor.

If it is necessary to modify the amount of a PO or blanket purchase order, please contact Purchasing for assistance accessing and completing the Purchase Order Change Order. (See Appendix page 21)

5.5 COMPUTER & TECHNOLOGY PURCHASES

To ensure that BUSD receives the best value on computers compatible with the District infrastructure that can be efficiently supported by the Computer Information Services (CIS) staff, technology orders require advance approval by CIS. The standard is applied to classroom/instructional as well as business computers. For assistance in obtaining quotes for technology related equipment, please contact your site designated CIS Technician.

Be sure to always attach a PDF copy of the quote obtained from CIS to your requisition when submitting your order through the Purchasing system.

5.6 CONFERENCE/WORKSHOP REGISTRATION

5.6.1 Conference/Workshop/Training Attendance

In order to attend a conference, workshop or training staff must complete the “Request for Approval to Attend Conference, Workshop” form with approval by your principal/supervisor prior to being submitted to Human Resources for Board approval. [BUSD Regulation 4131.03]

Payment for conference/workshop attendance is accomplished with either a requisition submitted through Purchasing or using the Cal Card **(if the vendor does not accept purchase orders)**. Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- Conference/workshop Name
- Person(s) attending conference/workshop
- Date(s) of conference/workshop
- Location of conference/workshop
- Board approval date
- Request For Approval To Attend Conference, Workshop or Training form number (located in the upper right-hand corner of the form)
- Completed vendor conference registration form

It is important to always attach a PDF copy of the COMPLETED conference registration to your requisition when submitting your order through the Purchasing system. The vendor's conference registration form often contains vital payment information required by either Accounting or the conference or workshop vendor.

5.6.2 Hotel Reservations

Hotel Reservations can be paid through the Purchasing System or using the Cal Card. Hotel Reservations can be submitted via the Purchasing system, only if the hotel will accept a check from a Third Party. If the hotel will only accept a check from the guest reserving the room, the conference attendee will need to pay in advance and request reimbursement by submitting a completed [Conference Workshop Itemized Expense Claim](#) and original itemized receipts to Accounting for reimbursement. Prior to making hotel reservations, it is highly recommended that Board approval be secured.

5.6.3 Mileage & Meal Reimbursements

Reimbursements for conferences should be submitted through a requisition in the Purchasing System. ***Within 10 days of returning from a conference/workshop, the conference attendee must complete a [Conference/Workshop Itemized Expense Claim](#) with original itemized receipts and submit the package to Accounting for reimbursement.***

5.7 CONTRACTS & AGREEMENTS

5.7.1 Consultant & Independent Contractor Agreements

Payment authorization for consultant/independent contractors that have been Board approved to provide product and/or services is accomplished by submitting a requisition through the Purchasing system. If the services are ongoing throughout the school year and will require more than one payment, it is recommended that a blanket requisition be submitted. If the services are for a one-time service, a requisition is recommended.

Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- Scope of Work – Description of products and/or services being provided
- Date(s) of Service – What are the exact date(s) when services will be provided
- Location of Services – Where will the services be provided
- Board Approval Date

The following items are required to be attached to the requisition in order to process a purchase order:

- Fully executed agreement
- Board approval

5.7.2 Maintenance Agreements

All service/maintenance and rental agreements require Board approval. Upon Board approval a requisition is submitted for processing. Copier maintenance agreements and purchase requisitions are prepared and submitted by Purchasing staff on an annual basis for both Board approval and PO processing.

5.7.3 Professional Services Agreements

Pursuant to Government Code 53060, special services and advice in financial, economic, accounting, engineering, legal, or administrative matters are specifically excluded from the Public Contract Code and its bid requirements. Although special services are generally considered time specific in nature, continuing contracts for services to be done will not exceed five years including extensions. Payment authorization for professional service agreements that have been Board approved is accomplished by submitting a requisition through the Purchasing system. If the services are ongoing throughout the school year and will require more than one payment, it is recommended that a blanket requisition be submitted. If the services are for a one-time service, a requisition is recommended.

Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- Scope of Work – Detailed description of products and/or services being provided
- Date(s) of Service – What are the exact date(s) when services will be provided
- Location of Services – Where will the services be provided, including site and room number
- Board Approval Date

The following items are required to be attached to the requisition in order to process a purchase order:

- Fully executed agreement
- Board approval

5.8 COPIERS

Currently, copiers are obtained at the sites discretion. Purchasing is always available to assist in contacting vendors and in the negotiation of the contract and pricing.

5.9 DELIVERIES

5.9.1 District Site Delivery Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LaVerne Heights Elem	Chaparral HS	San Dimas HS	Allen Ave Elem	Grace Miller Elem
Oak Mesa Elem	Ekstrand Elem	Gladstone Elem	Ramona MS	Roynon Elem
	Shull Elem	Lone Hill MS	Non-District	Bonita HS
		Bonita Center for the Arts		District Office

5.9.2 Direct Ship, Drop Ship, or Pick-up from Vendor

On occasion there may be a direct delivery to your school site or department, or an order may be picked up from a local vendor. Once the order has been received and reviewed, please indicate on the packing slip, receipt, or invoice if all of the goods were received and in good condition. Sign, date, and indicate the PO number on the packing slip, receipt, or invoice. Send the original packing slip, receipt, or invoice via Intra-District mail to the Purchasing Department for processing. Reviewing orders should be handled promptly to ensure return of any damaged products, or notification to the vendor of any shortages in your order, as well as not to delay payment to the vendor.

Los Angeles County Office of Education claims auditors have requested the following information when submitting a packing slip, receipt, or invoice to Accounting. This is a sample stamp:

<p>APPROVED AND/OR RECEIVED</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p>

Receiving/Payment Approval Stamp Sample 2

5.10 EMERGENCY PURCHASE ORDER

An emergency purchase order is for materials, supplies, or services which are needed immediately and there is insufficient time to go through the normal requisition process. By contacting Purchasing directly, we can assist with the appropriate process for your particular emergency needs.

5.11 EQUIPMENT – PURCHASES, REPAIRS/SERVICE, E-WASTE, SURPLUS, DISPOSAL

5.11.1 Equipment Purchases

All non-capital (<\$5000) or capital equipment (≥\$5000) purchases must be submitted via the Purchasing system. The requisition approval process helps to 1) ensure that the equipment meets safety standards and will be compatible with the existing District systems as well as; 2) monitoring all capital equipment

purchases for financial reporting as required by Governmental Accounting Standards Board Statement 34 (GASB 34).

5.11.2 E-Waste, Surplus, or Disposal

Pursuant to the Electronic Waste Recycling Act of 2003 – E-Waste items may not be disposed of in the regular garbage bins as it is illegal in California. They must be taken or sent to an approved recycling facility for disposal by an authorized collector. E-Waste is identified as: electronic products nearing the end of their “useful life.” Computers, televisions, VCRs, DVD Players, cell phones, stereos, copiers, and fax machines are common electronic products. [California Department of Resources Recycling & Recovery (Cal Recycle)]

When your site/department has e-waste that is no longer needed at your site or if you have equipment that is no longer working or is at the end of its “useful life” the equipment can be removed. By completing the [E-Waste/Obsolete Equipment Form](#). If you have a surplus item that is in working condition and it can be re-homed you will fill out the [Surplus Request Form](#).

1. Submit the E-Waste/Obsolete Equipment Form or Surplus Request Form.
2. Create a CIS work order to have the e-waste reviewed and processed for removal. Attach a copy of the list submitted to the CIS work order. The techs will tag all items for disposal.
3. The warehouse will pick up E-Waste at your site on your regularly scheduled day.
4. It is the site’s responsibility to have all approved e-waste on pallets and curbside on the date the pick-up is scheduled. Due to time constraints, the warehouse team is not responsible for packing up the e-waste or for picking it up at various spots on campus.

If your e-waste is not on pallets or curbside, it will not be picked up and the site will be responsible for rescheduling the pick-up. Please make sure that nothing is added to the pallets that is not on the approved list.

5.11.3 Repairs / Service

When placing a service call for equipment covered under a maintenance agreement, it is recommended that you document the call and repairs by date in order to provide supporting documentation in the event you encounter difficulties with the equipment or the service provider. Equipment covered under maintenance agreements include, copiers, some printers, telephones, and typewriters.

When placing a service call for equipment not covered under a service agreement a requisition must be submitted via the Purchasing System for the repair service.

If you are unsure of the vendor to contact for your equipment repair, please contact Purchasing and we will assist you.

5.12 FIELD TRIPS

5.12.1 Entrance / Ticket / Participation Fees

A requisition should be submitted through the purchasing system to pay for student, teacher, and/or chaperone entrance/ticket/participation fees.

Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- One line item for the deposit and a separate line item for the balance owed.
- Date(s) of Event
- Detailed description of event
- Special Services – Prepayment to Vendor, Deposit, Hold check for staff, etc.

The following items are required to be attached to the requisition in order to process a purchase order:

- Fully executed agreement and/or Terms & Conditions
- An invoice for the deposit (if applicable)

5.13 LIVE MATERIAL – SCIENCE

Live Material orders (arthropods, microorganisms, insects, vertebrates, plants, invertebrates, bacteria, biotech, fungi, etc.) should be clearly identified in the item description of your requisition as *LIVE MATERIALS*. Additionally, the delivery date must be specified. Upon receipt of the order, the warehouse staff will make a special delivery of the live materials directly to your site.

In order to accommodate school sites and due to the vulnerability of *Live Materials*, Purchasing can request that the vendor ship directly to the site.

Standard School & Office Supplies

Through the use of competitive bidding process and the use of piggybackable contracts, the Board has authorized the purchase of office and school supplies from Office Depot. The contracts are reviewed annually and authorized annually by the Board of Education.

5.13.1 Office Depot

The site/department initiator can submit their order via the Office Depot (OD) online system (<https://business.officedepot.com/index.do>). Orders submitted via the online order system are routed to Purchasing for approval and release. Orders submitted by the site/department via the OD online system prior to 2:00 p.m. will be delivered the next business day directly to the school site.

Minimum requirements for access to the online order system are: a valid Blanket Purchase Order with sufficient funds, access to the OD online system via a user name and password. The user name and password are assigned by the Purchasing Department when a user has been successfully trained on the system.

5.14 MATERIAL DATA SAFETY SHEETS (MSDS)

MSDS are required for all chemicals or products that contain hazardous materials. The MSDS provides important information regarding the physical and chemical properties, physical hazards, health hazards, potential routes of entry, permissible exposure limits, precautions for safe handling, use and storage, known control measures, and emergency and first aid procedures. *(T8 CCR 5194[g])*

5.15 OBJECT CODES

Object codes are used to identify the types of goods or services purchased or consumed.

Object Code	Description
BOOKS & SUPPLIES	
4110	Approved Textbooks
4210	Books & Other Reference Materials (Not Approved Textbooks)
4310	Instructional/Classroom Materials & Supplies, Equipment and Furniture, Under \$500 per item*
4315	Shop Cards – Sample Projects, Student Projects & Wooden Plaques, Bags, Decals for the Projects & Wood for the Plaques. (Project Materials that will go home with the Student) Okay to use for Auto Shop Supplies. <i>** Use 4310 for the Glue, Pencils, Sand Paper and Supplies used to make the Sample Projects**</i>
4317	Food – Instructional Use (Student Involvement)
4327	Food – Non-Instructional Use (Staff Involvement)
4340	Computer Hardware, Software, and other related purchases under \$500 per item* that would pertain to your site Technology Plan. Tablets, iPads, Chromebooks, LCD Projectors, Telephones, Printers, etc.
4350	Office and Site Administration Materials and Supplies, Equipment and Furniture purchases under \$500 per item.
4410	Equipment and Furniture Purchases Between \$500 - \$4999 per item*.
4445	Computer Hardware, Software, and other related purchases between \$500 - \$4999 per item* that would pertain to your site Technology Plan. Tablets, iPads, Device Carts, LCD Projectors, Telephones, Printers, etc.
SERVICES & OTHER OPERATING EXPENDITURES	
5220	Travel & Conferences For employees and representatives of the District
5221	Admission Fees/ Charges – Student Admission fees for Field Trips, Student Participation/Tournament Fees, Athletic League Fees, Use of Facilities, Teacher's Attending Class Reimbursements, and Mediator/Arbitrator Legal Counsel Fees
5310	Dues & Individual Membership, Institutional Membership
5610	Equipment Lease Rental
5630	Repairs under \$5,000 – Maintenance & Service Agreements, Copier Maintenance Agreements, Equipment Repairs

5631	Excess Copy Usage Fee
5640	Computer Repairs and Services under \$5,000, Telephone Lines, Computer Cable Drops, Software Purchases, Hardware/Software Maintenance or Service Agreements, Apple Care Repair Fees, Computer devices repair fees that pertain to your site Technology Plan.
5810	Contracted Services, Student & Staff Workshops, On-line courses and Training conducted by a contracted service at a BUSD Site
5813	Parent Reimbursements for Travel/Mileage for Special Education Students
5817	Reimbursements for Special Education staff traveling out of state for testing of Non-Public School Students.
5818	Contracted Bus Services
5840	Computer/Technology Related License Fees, Software Purchases, Annual Computer Software and License Renewals, License Renewals, Hardware/Software Maintenance Service Agreements, Software usage & On-line Subscription Service fees.
5850	Independent Contractors, Consulting Services,
5910	Cell Phones, US Post Office, UPS, FedEx (Non District Mailroom Postage)

CAPITAL OUTLAY

6110	Site Improvements; over \$5,000
6210	Building & Improvements; over \$5,000
6240	Technology Improvements to Building; over \$5,000. Cable / Fiber, Wireless projects that pertain to the site Technology Plan.
6410	Equipment over \$5,000 per item*
6440	Software over \$5,000 per item*
6445	Computer Hardware over \$5,000 per item*
6510	Equipment Replacement over \$5,000 per item*
6540	Software Replacement over \$5,000 per item*
6545	Computer Hardware replacement over \$5,000 per item*

*includes unit price, tax, shipping, handling, fees, installation

5.16 PREVIEW ORDERS

An approval or preview order may be used when a product requires evaluation prior to making a final purchasing commitment. It is recommended that the purchase order process be used prior to requesting the evaluation/preview/sample product. It is the responsibility of the requesting site/department to understand the terms and conditions of the preview order and to follow all return and order placement timelines. If an order is to be returned to the vendor, contact Purchasing to assist in the safe and timely return of the product.

5.17 REIMBURSEMENTS

5.17.1 Mileage & Meal Reimbursements

Reimbursements for conferences are NOT handled by Purchasing. However, a requisition is submitted charging the appropriate account numbers and following the system approval process. Mileage and meal reimbursements are compensated through the Accounting Department. Within 10 days of returning from a conference/workshop, the conference attendee must complete a [Conference/Workshop Itemized Expense Claim](#) and submit it to Accounting for reimbursement.

5.17.2 Materials & Supplies Reimbursements

Reimbursements for materials and supplies are submitted through the Purchasing System. A requisition is submitted charging the appropriate account numbers and following the system approval process. The employee requesting reimbursement must complete a [Request for Reimbursement](#) form and attach all original itemized receipts. When the requisition is submitted for approval all signed/approved back up documentation must be submitted to Purchasing for PO processing. Upon PO processing, the PO and [Request for Reimbursement](#) form will be submitted to Accounting for payment to the employee. Delays in receipt of signed/approved back up documentation will result in delay of reimbursement to the employee.

5.17.2.1 Disallowed Expenses

- Gift Cards
- Capital Equipment
- Service / Labor
- Gratuities
- Membership
- Fuel
- Licenses
- Food for Classrooms

5.18 RETURNS & EXCHANGES

If you need to return an item from an order that has already been received at the Warehouse and delivered to your site / department, **please do not contact the vendor**. Contact Purchasing with the Purchase Order Number and the reason for return. The Purchasing Department will ensure that proper return arrangements are made for replacements and credits, etc.

Please report your return information to the Purchasing Department as soon as possible. Some vendors charge a restocking fee, some will not accept returns after 30 days. Purchasing will instruct the warehouse to pick up the item to be returned on the next scheduled delivery day at your site. Write RETURN TO VENDOR and the PURCHASE ORDER NUMBER on the item to be returned.

5.19 SUBSCRIPTIONS

Whenever possible, instructional magazines are ordered through an agency such as EBSCO, Scholastic Magazine, or Weekly Reader. All subscriptions are submitted via the Purchasing system and should indicate the Vendor Name, Magazine Title, and Beginning & Ending date of the subscription.

5.20 VENDORS / CONTRACTORS

5.20.1 New Vendors

If a site or department needs to register a new vendor to our Purchasing system, please submit a [Vendor Registration Form](#). Additionally, attach a valid W9 form to process your request. An email address is also required to successfully send purchase orders.

Solicitations

Vendors and sales representatives should not interrupt the school day by contacting school sites and departments directly unless requested or authorized by the Principal, Department head or the Purchasing Department. Vendors should be instructed to make their initial introduction through Purchasing when applicable. Sites are encouraged to direct vendors or sales representatives to the Purchasing Department or to our website to complete our [Vendor Registration Packet](#).

6 WAREHOUSE – REQUISITIONS, RECEIVING & DELIVERY

The purpose of the District's Warehouse is to provide the service of receiving orders, stocking supplies, and delivering the items necessary for the day-to-day operation of District offices and school sites.

6.1 RECEIVING

Items/orders procured from an outside vendor on a purchase order will be delivered to the warehouse and physically received by warehouse staff. The vendor delivered orders will be verified against the approved purchase order and delivered to the site or department on the scheduled delivery day.

6.2 RETURNS

If you need to return an item from an order that has already been received at the Warehouse and delivered to your site / department, **please do not contact the vendor**. Contact Purchasing with the Purchase Order Number and the reason for the return. The Purchasing Department will ensure that

proper return arrangements are made for replacements and credits, etc. Please report your return information to the Purchasing Department as soon as possible. Some vendors charge a restocking fee and some will not accept returns after 30 days. Purchasing will instruct the warehouse to pick up the item to be returned on the next scheduled delivery day at your site. Write RETURN TO VENDOR and the PURCHASE ORDER NUMBER on the item to be returned.

6.3 WAREHOUSE STOCK ORDERS

The BUSD warehouse carries various inventory items listed in the “Stores” catalog including include paper, envelopes, flags, facial tissue and custodial supplies. These items are available to sites and departments for purchase by submitting a XSRQ through the Purchasing System.

6.3.1 Submitting a Warehouse Stores Requisitions

Warehouse orders are initiated through the Stock Requisition process using XSRQ in the BEST system. Stores Orders (Pick Tickets) are different than Purchase requisitions and are entered using a modified method. Site / Department Stores Orders should contain the following information:

- Department / Location code
- Ship To – Site Location
- Quantity
- Inventory Number
- Budget Account

Once a Pick Ticket has been released and approved the Warehouse will print, fill and deliver the order. The orders are typically filled within two working days and delivered on the normal scheduled delivery day.

6.3.2 Emergency Stores Order– Walk Through Requisitions

An Emergency Pick Ticket is for stores orders which are needed immediately yet there is insufficient time to wait for the normal delivery date. The site/department must still submit a Stock Requisition (Pick Ticket) via the Purchasing system and obtain all approvals. Upon approval of the order, please contact Purchasing to coordinate and arrange for the pick-up and/or delivery of the order.

6.3.3 Out of Stock / Back-Ordered Items

On occasion an item may not be available when a stores order is submitted. Upon receipt of the item into stores stock the order will be filled and delivered on the normal scheduled delivery day.

6.4 DELIVERY – FROM WAREHOUSE

The warehouse staff delivers to school sites and District office departments every week. In order to ensure the safe and efficient delivery of products, a secured location has been identified by site administration in coordination with the warehouse delivery staff. Orders will be delivered to the designated areas unless

prior coordination between site administration and warehouse staff has determined a temporary or alternate site.

Authorized staff at each site will sign the delivery manifest when presented by warehouse delivery staff for all deliveries from the District warehouse. Sites will receive a copy of the signed delivery manifest for their receiving records.

Items ordered via the Warehouse / Stock Requisition process will be pulled against the requisition submitted. The items will be boxed and/or palletized and delivered to the site or department on their normal delivery day.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LaVerne Heights Elem	Ekstrand Elem	San Dimas HS	Allen Ave Elem	Grace Miller Elem
Oak Mesa Elem	Shull Elem	Gladstone Elem	Ramona MS	Roynon Elem
	Chaparral HS	Lone Hill MS	Non-District deliveries	Bonita HS
				District Office

7 APPENDIX

7.1	Conference / Workshop Itemized Expense Claim	19
7.2	Request For Reimbursement	20
7.3	Mileage Reimbursement	21

7.1 CONFERENCE / WORKSHOP ITEMIZED EXPENSE CLAIM

BONITA UNIFIED SCHOOL DISTRICT

115 W. Allen Avenue

San Dimas, CA 91773

(909) 971-8320, Ext. 5215

SPECIAL INSTRUCTIONS: This form is required within 10 days after return from conference. Claims received beyond 15 days of conference will not be reimbursed.

Submit to the Accounting Department with **RECEIPTS**.

Receipts are required for reimbursement.

CONFERENCE/WORKSHOP ITEMIZED EXPENSE CLAIM

Employee Name _____

Work Location _____

Title of Conference/Workshop _____

Location of Meeting _____

Date(s) of Meeting _____

(include all dates for which expenses are claimed)

DATES								TOTALS
Registration								\$ -
If paid by employee only								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Hotel/Motel								\$ -
Transportation								
Air/Railroad								\$ -
Taxi Service								\$ -
Personal Auto								
.62.5 cents/mile July 1, 2022								
.56 cents/mile Jan. 1, 2021								\$ -
Parking Fees								
Car Storage								\$ -
Other								
(Itemize & Identify)								\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meal Reimbursement \$45 per diem (covering all 3 meals)

Conference Request # _____

Board Approved Date _____

(Required for Reimbursement)

(Required for Reimbursement)

Account String _____

(Required for Reimbursement)

Cash Advance: _____

Total Reimbursement Due to Employee: \$ -

--- OR ---

Funds Due District: \$ -

(Attach Check Payable to Bonita Unified School District).....Ck. # _____

I hereby certify that the above statement represents the actual and necessary expenses in connection with my attendance at this conference.

Signature of Participant _____ Approved _____

Principal/Supervisor

Date _____

Date _____

Distribution: Submit original form with receipts to the Accounting Department.

Rev.08.01.22

7.2 REQUEST FOR REIMBURSEMENT

Bonita Unified School District
115 W. Allen Avenue
San Dimas, CA 91773

REQUEST FOR REIMBURSEMENT

Reimbursement requisitions are for reimbursements over \$75. If your reimbursement claim is for under \$75, use your site's revolving cash. If your site has no revolving cash account, use this form.

SPECIAL INSTRUCTIONS: Prepare a buy-out requisition in BEST with the person to be reimbursed listed as the vendor. Attach the BEST buy-out requisition, this form, and receipts or proof of payment together. If no categorical funds used, send directly to Purchasing for processing. Forward to Categorical Programs Coordinator for approval if funds used are categorical. Anything purchased from categorical funds requires evidence of prior approval by the Categorical Programs Coordinator (i.e., email or written approval) attached with this form.

BEST Requisition # : _____

Employee Name: _____

Work Location: _____

Quantity	Unit Price	Description	Total
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
SUBTOTAL			\$ -
ENTER TAX (If applicable)			
TOTAL REIMBURSEMENT REQUESTED			\$ -

I hereby certify that the items listed above were purchased by me for school purposes and I request reimbursement.

Employee's Signature _____

Date _____

Approval of Principal/Supervisor _____

Date _____

Categorical Programs Approval: _____
(If applicable)

Date _____

7.3 MILEAGE REIMBURSEMENT

BONITA UNIFIED SCHOOL DISTRICT
MILEAGE REIMBURSEMENT REPORT - AFTER JULY 1, 2022

Mileage incurred on or after JULY 1, 2022 eligible for new IRS approved rate .62.5 cents per mile.

For Month: _____

Account: 00.0-00000.0-00000-00000-0000-00000000

Name: _____

Site: _____

[illegible]

Mileage incurred on or after JULY 1, 2022 eligible for new IRS approved rate .62.5 cents per mile.

**DO NOT USE THIS FORM FOR CONFERENCE RELATED MILEAGE
A CONFERENCE REIMBURSEMENT FORM MUST BE USED**

Employee Signature _____
Submit to Accounting Office on a monthly basis.

Supervisor Signature