

Frequently Asked Questions:

- 1) Why can't I use my CAL-CARD for purchasing items for something other than travel?

The use of CAL-CARDS for purchasing goods and services limits our ability to audit, and take advantage of volume discounts through vendors that provide school districts with better negotiated rates. There may be a few circumstances where a CAL-CARD may be the only viable option to make a purchase. Please contact Purchasing if you have questions.

- 2) I want to buy a 1 cent folder at Staples, or to take advantage of a super sale. How can I purchase these items if I'm unable to use a CAL-CARD?

Unfortunately, there will be some isolated circumstances where current vendors cannot provide pricing based on "super sales", or "one-time" ad discounts when using a Purchase Order. We can, however, reach out to the vendor(s) to see if they would be willing to match a discounted price. If there is a price that is lower for an item with vendors not set-up in ESCAPE, please let Purchasing know so we can review options.

- 3) Can I use my CAL-CARD for travel?

YES.

- 4) Who do I contact if I have a question regarding adding a new vendor in ESCAPE?

Contact Purchasing with the vendor's information: Name, Phone, Address, E-Mail, W-9, and key contact. Please make sure they accept POs

- 5) How do I use ESCAPE?

There is an instruction booklet on the Purchasing Website entitled: "How to Escape when you'd rather run" You can also contact PURCHASING for assistance and potential training.

- 6) How long does it take to process a requisition?

We process requisitions daily. If you have a rush, please call PURCHASING so that we can expedite your order. In many cases, the requisition may get held up due to the approval process.

- 7) What is a blanket order?

An order without receiving. These should be used for orders that are placed with a vendor used more than once per year.

Examples:

- o Food vendors (Vons, Ralphs, Smart & Final)
- o Copier Leases & Maintenance Contracts
- o Water delivery service
- o Bus/Transportation
- o Cal-Card
- o Settlements
- o Instrument repair
- o JW Pepper – Music Scores – but asking school sites to create only one blanket with all departments itemized on the one PO.
- o Home Depot – theater, outdoor school.
- o Riddell Helmet Reconditioning (since the work is not defined until the equipment shows up at the vendor)
- o Personal Mileage reimbursement.
- o Invoices to be paid after the fact – (so purchasing knows not to order again)

- 8) What items does our warehouse stock?

PAPER, Batteries: AAA, AA, C, D, and 9 volt, envelopes, scratch pads, district forms among other items.
Please refer to the District's on-line Catalog for more details.

9) My school has more restrictive policies on the use of CAL-CARDS, what do I do?

If the school site has more restrictive policies or procedures, please follow them.

10) How do I find out if a vendor is in the ESCAPE system?

If you do not have access to ESCAPE or need assistance, please contact your office manager or Purchasing.

11) I can find the same item for less money on Amazon, what do I do?

Amazon purchases can be made in Escape using the punch out program. Please see "Amazon Punch Out Instructions" on our web page. The use of a personal Amazon account (and shipping to home addresses) is not acceptable. Certain items are prohibited such as Drones, Technology Equipment that requires review and approval by the IT department, and items that may cause harm to our students. Using open PO's for Amazon is not acceptable. If questions, please call Purchasing.

12) Can we use Petty Cash to make purchases?

Please see the following information on the use of Petty Cash:

Petty Cash

1. Regulated by Board Policy 3314.2 and CA Code 42810

- a) *The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.*
- b) *No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction.*

2. Maximum petty cash per event \$50.
3. Reconciled at a minimum on a quarterly basis.
4. All expenditures must have prior approval.
5. Internal petty cash log must be kept.

Petty Cash Prohibited Use

1. Purchases not related to classroom instruction (BP 3314.2, CA Code 42810).
2. Cashing checks or loaning money to employees or others.
3. Reimbursement for travel, conference or mileage expenses.
4. Payments for any services.
5. Payments for the loss or damage of personal property.
6. Refund of book or material fees (A Check Request Form needs to be submitted to Fiscal Services).
7. Expenditures exceeding \$50.00.
8. Refreshments/Meals unless pre-approved and not handled by Child Nutrition Services.
9. Equipment repairs.
10. Expenditures for vendors who accept district purchase orders.
11. Expenditures charged to programs with insufficient funds.
12. Gifts of any kind.