



SWEETWATER UNION HIGH SCHOOL DISTRICT

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MEMORANDUM

TO: Principals
Assistant Principal of Student Activities
ASB Deans
Club Advisors

FROM: Jennifer Carbuccia, General Counsel
Gerardo Moreno, Internal Auditor

Cc: Jenny Selkeld, Chief Financial Officer
Nancy Picone, Director of Fiscal Services
George Williams, Purchasing Manager

DATE: February 4, 2019

SUBJECT: Open Purchase Orders/Pre Planned/Prior Approval/Standing Purchase Orders

In light of the concern from the School Connected Organizations regarding availability of funds in emergency situations, after consultation with FCMAT the District has reconsidered its policy regarding pre-approval of Purchase Orders ("P.O.").

A club may request a P.O. for contingency situations, which lists either a specific vendor or a specific person (such as the club advisor or a parent). The P.O. should be reasonable and explicit, including a "such as" line that delineates the type of expenses that the club believes it may face. This type of P.O. does not supersede the normal P.O. process for buying uniforms, equipment, trophies, etc., and is not to be used as a matter of convenience due to a lack of planning. It is intended for unexpected, unusual circumstances that requires immediate action, and that would preclude you from getting pre-approval after you become aware of the need. For example, the day before or day of a competition, equipment breaks or a tire blows out on the way to competition.

We provide two more examples:

- 1) The drumline requests a standing P.O. from Barry's Guitars for equipment emergencies, "such as repairs for their drums or a need for a new drumskin." This P.O. would not be used for buying new drumskins or for repairs if there were two weeks before a

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competition. Those needs would be covered by a standing pre-approval process through the ASB. The standing contingency P.O. would be used for equipment breakage the night before a competition.

- 2) The club requests a contingency P.O. for the club advisor, for competition emergencies, such as tire blow outs, emergency band equipment repairs, or other unanticipated problems that would result in inability for team members to compete.” The club advisor would then be authorized to incur costs upfront, and charge against that standing P.O.

Another modification is the allowance for a parent or club advisor to obtain a standing P.O. for food for an extended time period (such as during a sports season or a specific club event). For example, the soccer team weekly has dinner together the night before a game. The club can pre-approve a purchase order for a semester of food expenditures for Parent Jones for “weekly team dinners for take-out food from local restaurants such as Shakeys, Pizza Hut, etc”. Once that P.O. is exhausted, they would need to receive a new preapproved P.O.

While the District is in the process of establishing a policy for the use of emergency P.O.’s, internal audit has recommended pre-approval of contingent P.O.’s shall not exceed \$500, unless extraordinary circumstances can show that the potential emergency would exceed \$500. For example, if fixing one tire or the axle on the band trailer would cost \$650, then preauthorization could be for \$650. The using club must submit to the ASB a detailed written explanation of the emergency along with any invoices and/or receipts.

Additionally, if an organization has a contingent P.O. that they exceed due to the emergency unexpectedly and reasonably exceeding the allocation, and the principal or designee signs off then it will be accepted.

Again, this provision will not supplant the P.O. procurement process for typical expenses such as buying uniforms and/or equipment. This type of P.O. is specifically for contingency situations where the expediency of making the purchase is directly tied to the student’s ability to participate in the event, or where acquiring a P.O. is not practical such as buying food for a student group where the restaurant doesn’t accept P.O.’s and/or the cost of the meal cannot be determined prior to purchasing the meal.

If you have questions about this memo or would like us to come to an upcoming meeting to discuss the matter with you, please let me us know.