

Syracuse City



School District

**FINANCIAL  
SERVICES  
GUIDE**

## **Members of the Board of Education**

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### **NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
(315) 435-4131

**Email:** [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)

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## When you have questions – We are here to help!

PeopleSoft Questions and Training Requests.....Eric Vogelsang or Chris Komar ext. 5013

Purchasing Procedures.....Division of Purchase 435-3458

### Budget Questions by Functional Area:

Teaching and Learning ..... Tyler Hall ext. 4434

Schools..... Lauryn LaBorde ext. 4463

Board of Education and Fiscal Services .....Chris Bianchi ext. 4981

Health Services and Human Resources ..... Amanda Grode ext. 5950

Food Service, School Security, Office of Shared Accountability, Office of the Superintendent,  
Transportation, and Facilities and Operations .....Lisa Doerle ext. 4160

# BUDGET

## PeopleSoft Financials Access

PeopleSoft™ is a financial software application used by the Syracuse City School District. Access can be obtained by completing a PeopleSoft Access Center ticket. The url is <http://ne>.

Below is an image of the types of roles that are available.

For budget inquiries, you will want to request **Fin Sc Inquiry**.

Hover your mouse over a checkbox for privilege description			
<input type="checkbox"/> Requisition Approver	<input type="checkbox"/> Requisition Requester	<input type="checkbox"/> Special Requester	<input type="checkbox"/> SCSD User
<input type="checkbox"/> Fin Sc Inquiry	<input type="checkbox"/> Claims Auditor	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Paycycle
<input type="checkbox"/> 1099 Maintenance	<input type="checkbox"/> Accounts Payable Supervisor	<input type="checkbox"/> Accounting	<input type="checkbox"/> Accounting Supervisor
<input type="checkbox"/> Inventory Accounting Mgr	<input type="checkbox"/> Batch Jobs	<input type="checkbox"/> Budget	<input type="checkbox"/> Budget F
<input type="checkbox"/> Special Programs	<input type="checkbox"/> Business Operations	<input type="checkbox"/> Budget Supervisor	<input type="checkbox"/> AM Accounting Users
<input type="checkbox"/> AM Batch User	<input type="checkbox"/> AM IT Warehouse Users	<input type="checkbox"/> AM Warehouse Users	<input type="checkbox"/> AM Warehouse Manager
<input type="checkbox"/> Billing Clerk	<input type="checkbox"/> Permit Processor	<input type="checkbox"/> AR Maintenance	<input type="checkbox"/> Payment Entry
<input type="checkbox"/> Payment Processor	<input type="checkbox"/> AR Collector	<input type="checkbox"/> AR Supervisor	<input type="checkbox"/> Billing Supervisor
<input type="checkbox"/> AR BI Batch Processing	<input type="checkbox"/> Purchasing Special Requests	<input type="checkbox"/> Vendor Maintenance	<input type="checkbox"/> Buyer
<input type="checkbox"/> Po Approver	<input type="checkbox"/> Purchasing Supervisor	<input type="checkbox"/> Fulfillment Clerk	<input type="checkbox"/> RMA Clerk
<input type="checkbox"/> RTV Clerk	<input type="checkbox"/> Warehouse Clerk	<input type="checkbox"/> Stock Inquiry	<input type="checkbox"/> Item Entry Clerk
<input type="checkbox"/> Receiver	<input type="checkbox"/> Receiving Log Clerk	<input type="checkbox"/> Replenishment Clerk	<input type="checkbox"/> Item Maintenance
<input type="checkbox"/> Replenishment Manager	<input type="checkbox"/> Item Approver	<input type="checkbox"/> Fulfillment Manager	<input type="checkbox"/> RMA Manager
<input type="checkbox"/> RTV Manager	<input type="checkbox"/> Warehouse Manager		

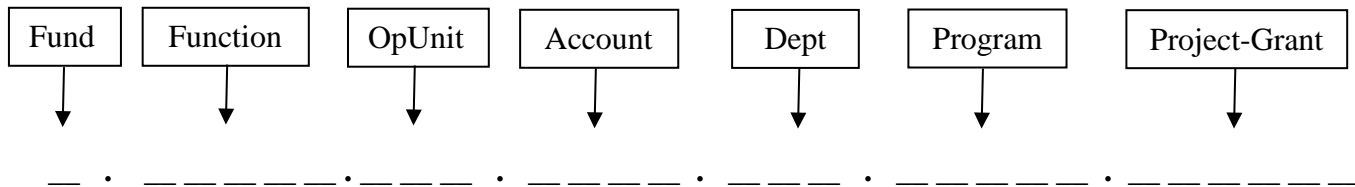
## Budget Numbers

The budget number provides the framework used to budget, record, and report all the District's financial transactions and balances. The budget number is comprised of seven individual elements: Fund, Function, Operating Unit, Account, Department, Program and Project-Grant. The general purpose of each of these elements is as follows:

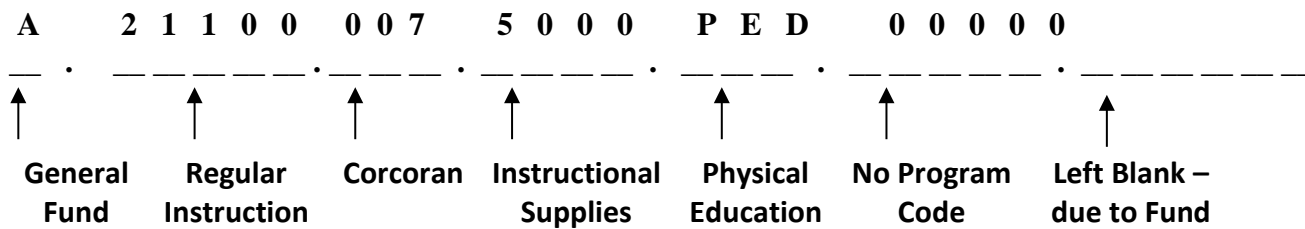
- **Fund** – The Fund identifies the overall funding source. The funds most commonly used by school personnel are A (General Fund) and F (Special Programs Fund). C (Cafeteria Fund) and H/H2 (Capital Projects Fund/JSCB) are used by specific operations.
- **Function** – The Function identifies groups of related activities aimed at accomplishing a major service or purpose. Function codes are grouped as follows:
  - 10000 – 19999      General Support
  - 20000 – 29999      Instruction
  - 50000 – 59999      Transportation
  - 60000 – 89999      Community Service
  - 90000 – 99999      Undistributed
- **Operating Unit** – The Operating Unit identifies the school or administrative division. For example, an operating unit of 007 indicates that the school is Corcoran.
- **Account** – The Account identifies transaction types. Account codes are grouped as follows:
  - 1000 – 1999      Personnel Services
  - 2000 – 2999      Equipment and Capital Outlay
  - 3000 – 3999      Revenue
  - 4000 – 4999      Contract Services
  - 5000 – 5999      Supplies and Materials
  - 6000 – 7999      Debt Service
  - 8000 – 8999      Employee Benefits
  - 9000 – 9999      Interfund Transfer
- **Department** – The Department classifies the activity performed within a school or administrative division. For example, department PED indicates that the activity is classified under the category of Physical Education.
- **Program** – The Program identifies a specific activity that may cross functions, operating units and/or departments. For example, a program code of 00190 indicates that the activity is related to Leadership Academy.
- **Project-Grant** – Project-grants apply only to specific funds: F (Special Programs Fund), H (Capital Projects Fund) and H2 (JSCB). The project-grant in the F fund identifies the specific funding source such as Title I, Universal Pre K or Student Health Services grant. The project-grant in the H and H2 funds identifies the capital project such as Nottingham Roof Replacement or HW Smith Reconfiguration.

## Budget Numbers

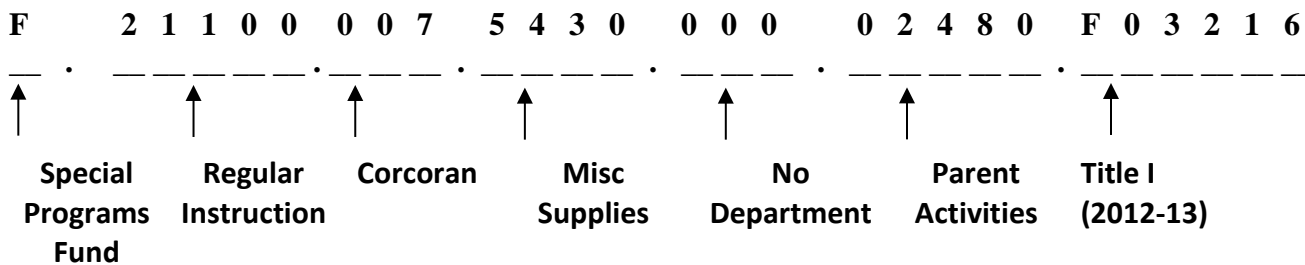
### Budget Number



### Example 1 – A Fund:



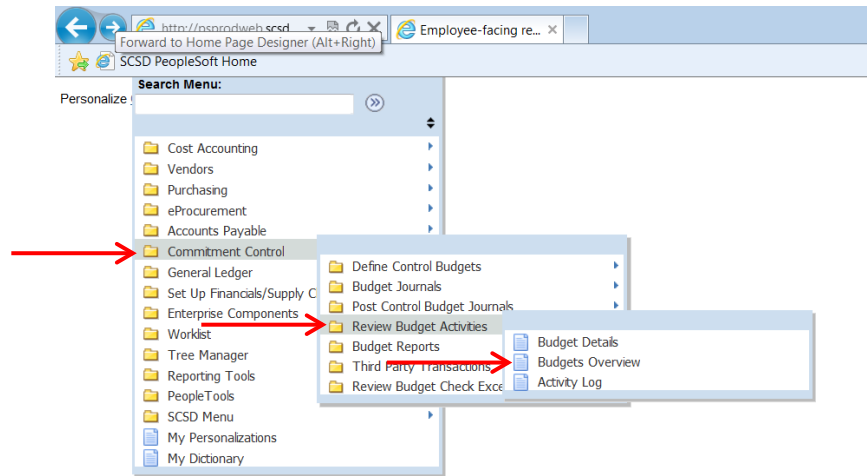
### Example 2 – F Fund:





## Looking Up Budget Information in PeopleSoft Financials

**Menu path: Commitment Control > Review Budget Activities > Budgets Overview**



ORACLE®

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

### Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

Limit the number of results to (up to 300):

Inquiry Name: begins with

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

If this is your first time going into Budgets Overview, click Add a New Value. Otherwise, click Find an Existing Value, Search and click on one in the drop down box.

# Looking Up Budget Information in PeopleSoft Financials

ORACLE®

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

### Budgets Overview

Find an Existing Value | Add a New Value

Inquiry Name:

Add

Add (Alt+1)

[Find an Existing Value](#) | [Add a New Value](#)

Type in a name you would like to call your Inquiry. (ex. Budget)  
Then click Add.

ORACLE®

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview



### Budget Inquiry Criteria


#### Budget Overview

Inquiry: BUDGET Description:

Amount Criteria

Budget Type


\*Business Unit:  Ledger Group/Set:  Ledger Group:   

☐ View Stat Code Budgets  
☐ Display Chart 

TimeSpan

\*Type of Calendar:

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	A_CONTROL		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	<a href="#">Update/Add</a>

Budget Status	
<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

The first item to complete is the Ledger Group. Click on the magnifying glass next to Ledger Group.

# Looking Up Budget Information in PeopleSoft Financials

**Look Up**

**Look Up Ledger Group**

SetID: SHARE

Ledger Group: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-10 of 10 Last

Ledger Group	Description	Ledger Group Type
A_CONTROL	A Fund Control	Expense
A_REVENUE	A Fund Revenue	Revenue
A_TRACK	A Fund Track	Expense
CC_TRACK	CC Detail Track	Expense
C_CONTROL	C Fund Control	Expense
C_REVENUE	C Fund Revenue	Revenue
F_CONTROL	F Fund Control	Expense
F_REVENUE	F Fund Revenue	Revenue
H_CONTROL	H Fund Control	Expense
H_REVENUE	H Fund Revenue	Revenue

When looking up A FUND Budgets, you want to always choose A\_TRACK. For all others, choose the control group (i.e. F\_CONTROL for F FUND, or C\_CONTROL for C FUND). Click on A\_TRACK.

Fund	Function (Class)	Operating Unit	Account (Object)	Department	Program	Project / Grant
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**ORACLE**

Favorites Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

**Budget Overview**

Inquiry: BUDGET Description:

Amount Criteria Search Clear Reset

**Budget Type**

\*Business Unit: SCSD1 Ledger Group/Set: Ledger Group Ledger Group: A\_TRACK A Fund Track

☐ View Stat Code Budgets ☐ Display Chart

**Time Span**

\*Type of Calendar: Detail Budget Period

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	A_TRACK	BP	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Oper Unit	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Class	%	%	i		Update/Add
Program	%	%	i		Update/Add

**Budget Status**

☒ Open ☒ Closed ☒ Hold

Save Notify Refresh Add Update/Display

# Looking Up Budget Information in PeopleSoft Financials

ORACLE® Home

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

### Budget Inquiry Criteria

#### Budget Overview

Inquiry: BUDGET Description:

Amount Criteria

#### Budget Type

\*Business Unit: SCSD1 Ledger Group/Set: Ledger Group Ledger Group: A\_TRACK  
☐ View Stat Code Budgets A Fund Track  
☐ Display Chart

#### Time Span

\*Type of Calendar: Detail Budget Period

#### Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	A_TRACK	BP	2013	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customize | Find | View All | First 1 of 1

#### ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	000	%	i		Update/Add
Oper Unit	001	%	i		Update/Add
Fund	A	%	i		Update/Add
Class	20200	%	i		Update/Add
Program	%	%	i		Update/Add

#### Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Fill out the Budget period. It is named after the second half of the fiscal year (i.e. 2013 for the 2012/2013 fiscal year; 2014 for the 2013/2014 fiscal year). Not applicable for F Funds.

Fill in the information in the proper boxes. % signs represent wildcards. (ex. If you want to see only accounts that begin with 5, enter “5%” or “5% % %”)

# Looking Up Budget Information in PeopleSoft Financials

ORACLE

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

**Inquiry Results**

Business Unit: SCSD1  
 Ledger Group: A\_TRACK A Fund Track  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated: ☐

[Return to Criteria](#) Max Rows: 100 [Display Options](#) [Search](#)

**Ledger Totals (18 Rows)**

Budget:	237,641.33	Net Transfers:	1,265.33
Expense:	221,311.41		
Encumbrance:	0.00		
Pre-Encumbrance:	26.55		
Budget Balance:	16,303.37		
Associate Revenue:	0.00		
Available Budget:	16,303.37		

This is the available budget in Total.

This is the available budget by line item.

**Budget Overview Results**

	Ledger Group	Fund	Class	Oper Unit	Account	Dept	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
1	A_TRACK	A	20200	001	1570	000	00000	2013	108,862.000	108,532.330	0.000	0.000	129.670	0.12
2	A_TRACK	A	20200	001	1800	000	00000	2013	49,352.000	37,860.490	0.000	0.000	11,491.510	23.28
3	A_TRACK	A	20200	001	1810	000	00000	2013	0.000	2,146.850	0.000	0.000	-2,146.850	0.00
4	A_TRACK	A	20200	001	1810	000	00790	2013	0.000	2,654.190	0.000	0.000	-2,654.190	0.00
5	A_TRACK	A	20200	001	5010	000	00000	2013	4,728.330	4,689.160	0.000	26.550	12.620	0.27
6	A_TRACK	A	20200	001	8010	000	00000	2013	8,678.000	7,541.200	0.000	0.000	1,136.800	13.10
7	A_TRACK	A	20200	001	8010	000	00790	2013	0.000	491.040	0.000	0.000	-491.040	0.00
8	A_TRACK	A	20200	001	8020	000	00000	2013	13,583.000	12,814.740	0.000	0.000	768.260	5.66
9	A_TRACK	A	20200	001	8030	000	00000	2013	9,784.000	8,817.670	0.000	0.000	966.330	9.88
10	A_TRACK	A	20200	001	8030	000	00790	2013	0.000	160.370	0.000	0.000	-160.370	0.00
11	A_TRACK	A	20200	001	8040	000	00000	2013	4,140.000	0.000	0.000	0.000	4,140.000	100.00
12	A_TRACK	A	20200	001	8050	000	00000	2013	32,958.000	29,802.140	0.000	0.000	3,155.860	9.58
13	A_TRACK	A	20200	001	8050	000	00790	2013	0.000	539.000	0.000	0.000	-539.000	0.00
14	A_TRACK	A	20200	001	8060	000	00000	2013	2,010.000	2,274.020	0.000	0.000	-264.020	-13.14
15	A_TRACK	A	20200	001	8060	000	00790	2013	0.000	38.500	0.000	0.000	-38.500	0.00
16	A_TRACK	A	20200	001	8090	000	00000	2013	2,292.000	2,062.210	0.000	0.000	229.790	10.03
17	A_TRACK	A	20200	001	8090	000	00790	2013	0.000	37.500	0.000	0.000	-37.500	0.00
18	A_TRACK	A	20200	001	8110	000	00000	2013	1,454.000	850.000	0.000	0.000	604.000	41.54

[Return to Criteria](#) \*Notes

Click on hyperlinks for detailed activity.

**Budget:** Original Budget (net of transfers)

**Expense:** Includes closed Purchase Orders and Inventory Orders, and actual salary and benefit expenses

**Encumbrance:** Open Purchase Orders

**Pre-Encumbrance:** Open Requisitions

## Budget Transfers

The transfer of funds between budget lines is sometimes required during the school year. The following is the procedure for requesting a budget transfer and completing the budget transfer form. The updated electronic budget transfer form can be emailed upon request.

Click Budget Transfer and Adjustment boxes



Be sure to input ENTIRE budget number – Fund, Function, Operating Unit, Account, Department, Program and, if applicable, Project (Grant)



The TOTAL that is increased must equal the TOTAL that is decreased. Check all budget lines being decreased for sufficient funds availability (see section 3 – Looking up budget information in PeopleSoft financials – Budget Overview).



Please give a detailed explanation as to the reason for this transfer request. The format to use is Transfer funds from \_\_\_\_ to \_\_\_\_ for \_\_\_\_\_. For example, “Transfer funds from Equipment Repair to Computer Hardware for computer purchases”.



## Budget Transfers

The completed form must be signed by the person with budget authority over the budget number, and forwarded to Fiscal Services for approval and processing



<b>Syracuse City School District</b> <b>Fiscal Services Department: BUDGET TRANSFER REQUEST</b>									
Chart Field String									
Fund	Function	OpUnit	Account	Dept	Program	Function Description	Object Description	Increase	Decrease ( )
A	20600	OSA	5010	TST	00000	Research, Planning & Evalu	Office Supplies & Equipment	7,475.00	-
A	26300	OSA	4790	TEC	00000	Computer Assisted Instructi	Maintenance Agreements	-	7,475.00
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
<b>TOTAL</b>								<b>7,475.00</b>	<b>7,475.00</b>

**EXPLANATION:**  
 Transfer funds from Maintenance Agreements (Technology) to Office Supplies & Equipment (Testing and Scoring) for printing of Scantron sheets

**Preparer:** \_\_\_\_\_ Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ **Dept:** \_\_\_\_\_

**Budget Approver:** \_\_\_\_\_ Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ **Dept:** \_\_\_\_\_

---

***Fiscal Services Approval Use Only:***

Approved: ☐    Disapproved: ☐    Delete: ☐

Signature: \_\_\_\_\_

Journal Entry Number: \_\_\_\_\_    Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Entry Date: \_\_\_\_\_





# PURCHASING

## Purchasing Information

The Syracuse City School District and the Onondaga County Division of Purchase have entered into an Inter Municipal Agreement consolidating purchasing services effective July 1, 2015. The agreement provided for the transfer of personnel, function and services from the School District to the Onondaga County Division of Purchase. Below you will find the new contact information. All inquiries should now be directed to the Onondaga County Division of Purchase.

<u>Office Location and Mailing Address:</u> Onondaga County Division of Purchase John H. Mulroy Civic Center, 13th Floor 421 Montgomery Street Syracuse, NY 13202	<u>Ship to Address:</u> SCSD Bova Supply Center 1023 Erie Blvd. West Syracuse, NY 13204
<u>Purchasing Contact:</u> Phone: (315) 435-3458 Fax: (315) 435-3424 <a href="mailto:SCSDPurchasing@ongov.net">SCSDPurchasing@ongov.net</a> Web Site: <a href="http://www.syracusecityschools.com/districtpage.cfm?pageid=499">http://www.syracusecityschools.com/districtpage.cfm?pageid=499</a>	<u>Bova Warehouse Contact:</u> Phone: (315) 435-4422 Fax: (315) 435-4002
<u>Hours:</u> Monday – Friday 8:30 a.m. – 4:30 p.m.	<u>Hours:</u> Monday – Friday 7:00 a.m. – 5:00 p.m. <b>CLOSED ON SCHOOL HOLIDAYS</b> <b>CALL BEFORE DELIVERING ON</b> <b>ANNOUNCED SNOW DAYS</b>

**November 15, 2016** was the deadline for entering all requisitions for instructional supplies, physical education supplies, and special education supplies.

**May 31, 2017** is the deadline for entering requisitions for all other orders.

**\*\*Only emergency orders will be accepted after the purchasing cut-off deadlines. Emergencies will be evaluated and approved on a case by case basis. No orders are to be entered into PeopleSoft after the deadlines without prior approval from the Onondaga County Division of Purchase - 435-3458 or [SCSDPurchasing@ongov.net](mailto:SCSDPurchasing@ongov.net).**

Who Do I Contact with Purchasing Questions?		
For general purchasing questions, contact the Onondaga County Division of Purchase at <a href="mailto:SCSDPurchasing@ongov.net">SCSDPurchasing@ongov.net</a> or 315-435-3458 Additional points of contact to include for specific inquiries are:		
Bidding (RFBs) procedures and status	<a href="mailto:SCSDPurchasing@ongov.net">SCSDPurchasing@ongov.net</a>	315-435-3458
Supplier registration for bids	<u>Register with Onondaga County Division of Purchase</u>	
Request for Proposal (RFP) procedures and status	<a href="mailto:SCSDPurchasing@ongov.net">SCSDPurchasing@ongov.net</a>	315-435-3458
Equipment repair orders	<u>Deanne Dwyer</u>	x5853
Travel requisition assistance	<u>Deanne Dwyer</u>	x5853
Driver delivery confirmations and schedules	<u>John Daws</u>	x4422
Packing materials (boxes, tape, etc.)	<u>John Daws</u>	x4422
Property Control / BOVA Transfers (assets for disposal/auction, move requests, pick-up requests)	<u>John Daws</u>	x4422
Requests for tables and/or chairs	<u>John Daws</u>	x4422

### **Onondaga County Division of Purchase - Purchasing Office Staff**

Valerie Gould Buyer III (315) 435-3209 <a href="mailto:ValerieGould@ongov.net">ValerieGould@ongov.net</a>	James Jackson Buyer II (315) 435-3415 <a href="mailto:JamesJackson@ongov.net">JamesJackson@ongov.net</a>	Cory Larrabee Buyer II (315) 435-5063 <a href="mailto:CoryLarrabee@ongov.net">CoryLarrabee@ongov.net</a>
Jodi Reith Buyer II (315) 435-3448 <a href="mailto:JodiReith@ongov.net">JodiReith@ongov.net</a>	Tierza Sovocool Buyer II (315) 435-3475 <a href="mailto:TierzaSovocool@ongov.net">TierzaSovocool@ongov.net</a>	Brian Chairmonte Buyer I (315) 435-5064 <a href="mailto:Chairmonte@ongov.net">Chairmonte@ongov.net</a>
Beverley Chapman Buyer I (315) 435-3474 <a href="mailto:BeverleyChapman@ongov.net">BeverleyChapman@ongov.net</a>	Stephanie Cunningham Buyer I (315) 435-3471 <a href="mailto:StephanieCunningham@ongov.net">StephanieCunningham@ongov.net</a>	Elizabeth Florack Buyer I (315) 435-3466 <a href="mailto:ElizabethFlorack@ongov.net">ElizabethFlorack@ongov.net</a>
Julie McCarthy Buyer I (315) 435-3470 <a href="mailto:JulieMcCarthy@ongov.net">JulieMcCarthy@ongov.net</a>	Alycia Guy Clerk I (315) 435-3458 <a href="mailto:AlyciaGuy@ongov.net">AlyciaGuy@ongov.net</a>	Rene VanCleef Purchasing Clerk (315) 435-3504 <a href="mailto:ReneVanCleef@ongov.net">ReneVanCleef@ongov.net</a>
James Corbett Spec Writer I (315) 435-3472 <a href="mailto:JamesCorbett@ongov.net">JamesCorbett@ongov.net</a>		
Herman Howard Director Contract Compliance (315) 435-8462 <a href="mailto:HermanHoward@ongov.net">HermanHoward@ongov.net</a>	Tajuana Cerutti Deputy Director Contract Compliance (315) 435-5065 <a href="mailto:TajuanaCerrutti@ongov.net">TajuanaCerrutti@ongov.net</a>	James Swan Warehouse Manager (315) 435-2249 <a href="mailto:JamesSwan@ongov.net">JamesSwan@ongov.net</a>

### **Bova Warehouse Staff**

Don Carr Purchasing Analyst (315) 435-4201 <a href="mailto:DCarr2@scsd.us">DCarr2@scsd.us</a>	John Daws Central Stores & Mail Manager (315) 435-4422 <a href="mailto:JDaws@scsd.us">JDaws@scsd.us</a>	Deanne Dwyer Purchasing Clerk (315) 435-5853 <a href="mailto:DDwyer@scsd.us">DDwyer@scsd.us</a>
Gerald Lavy, Jr. (Jerry) Stock Clerk (315) 435-5953 <a href="mailto:GLavyJr@scsd.us">GLavyJr@scsd.us</a>	Phuong Huynh Stock Attendant (315) 435-5952 <a href="mailto:PHuynh48@scsd.us">PHuynh48@scsd.us</a>	Brian Hammond Stock Attendant (315) 435-5955 <a href="mailto:BHammond@scsd.us">BHammond@scsd.us</a>
John Pawelek Stock Attendant (315) 435-5957 <a href="mailto:JPawelek@scds.us">JPawelek@scds.us</a>	John Walsh Stock Attendant (315) 435-5954 <a href="mailto:JWalsh@scsd.us">JWalsh@scsd.us</a>	Vincent Zoll Stock Attendant (315) 435-5956 <a href="mailto:VZoll@scsd.us">VZoll@scsd.us</a>
Richard Cooper, Jr. Driver Messenger (315) 243-9849 <a href="mailto:RCooperJr@scsd.us">RCooperJr@scsd.us</a>	Mike Savage Driver Messenger (315) 251-5366 <a href="mailto:GSavage@scsd.us">GSavage@scsd.us</a>	Kyle Tape Driver Messenger (315) 247-9321 <a href="mailto:KTape@scsd.us">KTape@scsd.us</a>
Adam Phillips Driver Messenger (315) 877-5616 <a href="mailto:APhillips@scsd.us">APhillips@scsd.us</a>		

## Appropriate Use of Funds

### **INSTRUCTIONAL SUPPLIES**

***Special Education Supplies:*** Allocation for Special Education Teachers to purchase consumable items used for instruction of special education students. These funds should not be transferred to Regular Instructional Supplies.

***Physical Education Supplies:*** For purchase of consumable items used for physical education instruction of students.

***Regular Instructional Supplies:*** For purchase of consumable items used for instruction of students.

***Science Center Supplies:*** For purchase of supplies for animals in science center.

***PBIS Supplies:*** For purchase of supplies to provide Positive Behavior Incentives. Please refer to Student Support Services for guidance on acceptable items.

### **LIBRARY SUPPLIES & MATERIALS**

***Library Books – State Aided:*** For purchase of library books such as encyclopedias, reference books, hardcover fiction or non-fiction books and non-print library resources.

***Library Materials:*** For purchase of film or videos, library books such as encyclopedias, reference books, hardcover fiction or non-fiction books and non-print library resources. For purchase of, or subscription to, publications such as law books, newspapers, periodicals, and paperbacks.

### **INTERNATIONAL BACCALAUREATE (IB)**

***IBO Extension of Service:*** Salary paid to certified staff for extension of service or extra assignments relating to the IB Program.

***IBO Postage:*** Cost incurred for mailing/parcel delivery relating to the IB Program.

***IBO Contractual:*** For IB registration fee.

***IBO Test Fees:*** For IB testing fees.

***IBO Membership:*** For IB per capita registration fees.

***IBO Instructional Supplies:*** For purchase of consumable items used for instruction of students in the IB Program.

### **NJROTC**

***Uniform Cleaning & Alterations:*** For alterations and annual cleaning for storage of cadet uniforms.

***Orientation & Travel:*** For travel expenses of cadets and NJROTC Instructors incurred in support of the NJROTC program.

***Unit Support & Maintenance Supplies:*** For purchase of consumable items used in direct support of the NJROTC program.

### **OCCUPATIONAL EDUCATION SUPPLIES**

***Computer Aided Instruction:*** For purchase of consumable items for computer aided instruction of students.

***Foods:*** For purchase of Food Program supplies.

***Automotive Programs:*** For purchase of consumable items for instruction of students in Automotive Program.

***Cosmetology Supplies:*** For purchase of consumable items for instruction of students in Cosmetology Program.

### **OTHER**

***Office Supplies:*** Purchase of consumable items used for administration, office or other work.

***Custodial Supplies:*** Supplies necessary for cleaning of District buildings such as cleaning products, garbage bags and waxes.

***Interscholastic Athletics:*** For purchase uniforms or cloth orders for athletic teams.

***PSAT/NMSQT Scoring:*** Fees paid to score standardized tests.

***AP Test Fees:*** Fees for Advanced Placement tests.

## Bid Thresholds

For goods over \$20,000 or services over \$35,000, work with the Purchasing Department and your Supervisor to complete any required bidding procedures, Request for Proposal (RFP) and/or contract execution. Please allow three to four months to complete the formal bidding process.

If the goods or services are over \$1,500, Purchasing will obtain 3 quotes from different vendors and identify the vendor with the lowest total cost including shipping and installation if necessary. Please allow approximately two weeks for purchasing to obtain all quotes needed.

Further information can be found on the SCSD Purchasing web site.

### TABLE OF PROCUREMENT THRESHOLDS

City of Syracuse Ordinance No. 141-2012, Amended Schedule A, Effective May 16, 2012

#### Determination of Procurement Method

Purchase Contracts (Commodities, Equipment or Goods)	No Quotes (1)	Minimum Number of Informal Quotes (2) (3)	Minimum Number of Formal Quotes (4) (5)	Formal Bid (6)
Up to \$1,500	X			
\$1,501 - \$3,000		3		
\$3,001 - \$20,000			3	
Over \$20,000				X

Public Works or Services (Construction and Service Contracts)	No Quotes (1)	Minimum Number of Informal Quotes (2) (3)	Minimum Number of Formal Quotes (4) (5)	Formal Bid (6)
Up to \$1,500	X			
\$1,501 - \$3,000		3		
\$3,001 - \$20,000			3	
Over \$20,000				X

- (1) "Open Market" purchases at the discretion of the Purchasing Agent
- (2) Documented telephone quotations from at least three vendors (if available)
- (3) Requires RFQ and Informal Quotes documented, summarized and attached to Approved Requisition.
- (4) Written/fax quotations from at least three vendors (if available)
- (5) Requires written RFQ and Formal Vendor Quotes attached to Approved Requisition.
- (6) When a purchase is requisitioned, the cost must be estimated. When the cost is estimated in excess of the Formal Bid threshold, SCSD Department must submit to Purchasing a request to advertise for formal bidding along with tentative specifications. Each request will also be reviewed against prior records and anticipated usage to determine if purchases of a similar nature

will exceed the Formal Bid thresholds within a consecutive six-month period. If so, the SCSD Department must submit a request to advertise and tentative specifications for formal bidding.

## **Bid Thresholds**

### **Procedures for the Award of Quotations**

- a) Quotes will be awarded to the lowest responsible and responsive vendor who meets the specifications.
- b) Whenever an award is made to other than the lowest quote, this shall be indicated in writing and maintained in the requisition file.
- c) When the specified number of quotations cannot or will not be secured, the reason for this shall be indicated in writing and maintained in the requisition file.

### **Exceptions to Bidding**

- a) Emergency Situations - An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality or the citizens.
- b) Council Ordinance - Authorized by Common Council to waive competitive bidding requirements.
- c) Sole Source - One possible source. A common Council ordinance to waive competitive bidding is required.
- d) True Lease - Prices will be obtained thorough quotations whenever possible.
- e) Preferred Sources - NYS Department of Corrections, NYS Ind. for the Blind and NYS Ind for the Disabled, NYS Office of Mental Health
- f) Professional Services - Services which require special education and training, license to practice or are creative in nature (examples: lawyers, doctors, accountants, engineers, artists, etc.). For procurement of professional services, see Ordinance 141-2012 and Schedule B

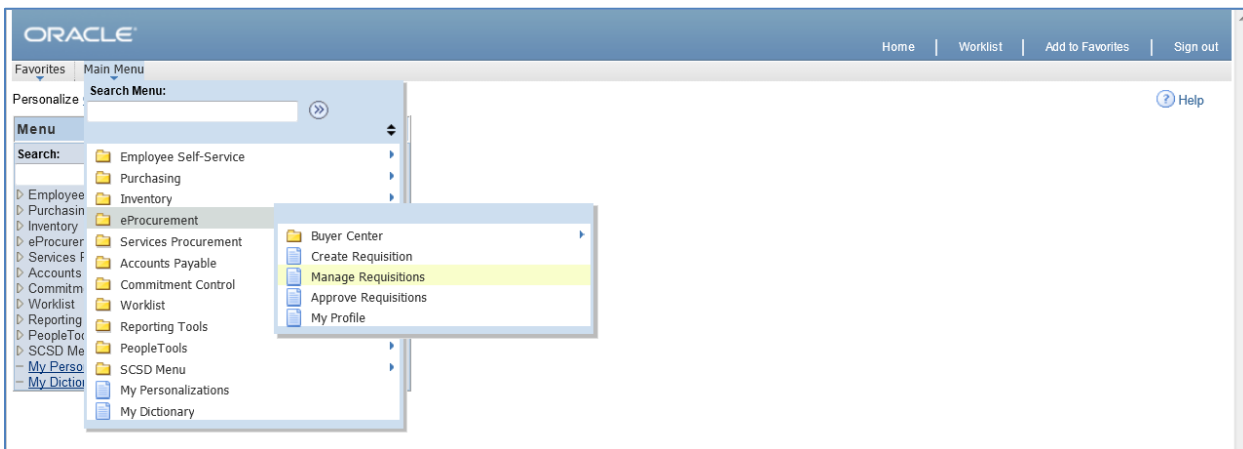
## How to Look Up a Requisition

### PURPOSE:

- You have entered a requisition in PeopleSoft and you want to review the requisition status to determine if the requisition has been approved or make changes to the requisition.
- You want to know what the related PO number is, if goods/services have been received or if the vendor has been paid.
- You want to review a similar requisition to help you enter a new requisition.

### PROCEDURE:

1. **Navigate to:** eProcurement > Manage Requisitions



2. Enter the information you know to locate the requisition – examples include:

#### Search by “Requisition ID”#

- If you know the “Requisition ID”, enter the 10 digit number in the “Requisition ID” field.
- Delete the “Date From” field to allow a larger range for the search.
- Delete the “Requester” field and click search.

**TIP:** The “Request Status” field defaults to “All but Complete”, if the requisition is not found when you search, try changing the “Request Status” to “Complete”.



## How to Look Up a Requisition

### **Search by yourself as “Requester”**

- If you are looking for an order for which you are the “Requester”, delete the “Date From” field and click search at this time.
- This will list the most current orders, up to 50, for this “Requester”.

**TIP:** To list more orders, change the date range fields to search a time period prior to the last order listed.

### **Search by someone else as “Requester”**

- If you are not the “Requester” for the order you are looking for, delete the “Date From” field and your name from the “Requester” field.
- Click on the magnifying glass next to the field and find the name of the person who is the “Requester”, click the user ID in the requester column.
- Select search for the most current list of orders for that “Requester”.

### **Search by “Entered By”**

- If you are the person that entered the order or you know the name of the person that entered the order, you can search for the order by the “Entered By” field.
- Delete the “Date From” field and the “Requester” field.
- Click on the magnifying glass next to the “Entered By” field. Select the desired user ID in the entered by column, then select search.
- This will list up to 50 of the most current orders entered by this person.

### **Search by “PO ID”**

- If you know the purchase order number and want to view information from the original requisition you can search by “PO ID”.
- Delete the “Date From” field and the “Requester” field.
- Enter the 10 digit purchase order number in the “PO ID” field, then select search.
- This will list all requisitions associated with this PO.

## How to Look Up a Requisition

### Search by “Requisition Name”

- When the preceding methods of searches do not provide the results you needed, you can try searching by entering information that may be in the “Requisition Name” field.
- The standard for naming the requisition is the 3 digit location code of where the item(s) are to be delivered, the last name and sometimes first initial of person that the order is for, and the name of the suggested vendor for the order.
- The most useful key word is usually the teacher’s last name.
- Be sure to delete anything in the “Requisition”, “Date From”, “Requester”, “Entered By”, and “PO ID” fields.
- Enter the last name of the person the order is for and select search. This will list all orders with that name in the “Requisition Name” field.
- Scroll down the list to find the requisition you are looking for.
- If you do not find the requisition you were looking for, try a different date range.

**TIP:** Due to security restrictions, some users can only look up requisitions where they are the “Requester” or “Entered By”. If you need assistance, please call the Purchasing Department.

### 3. Review the requisition information

- Click on the twisty next to the requisition number you would like to review to display the different types of information available.

The screenshot displays the 'Requisitions' system interface. At the top, a table lists requisitions with columns: Reg ID, Requisition Name, BU, Date, Status, Budget, and Total. The first requisition, Reg ID 0000028788, is highlighted. Below this table, a 'Requester' field shows 'Winchek, Carol' and an 'Entered By' field shows 'Winchek, Carol'. A 'Pre-Encumbrance Balance' of 8.06 USD is also shown. A 'Request Lifecycle' flow is depicted with icons for Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, Returns, Invoice, and Payment. Below the flow, a 'Request Lifespan' section shows 'Line Information' with a table of line items. The 'Total' field for the selected requisition is circled, showing '246.35 USD' and a '<Select Action>' dropdown menu. An arrow points to the twisty icon next to the requisition number in the table.

Reg ID	Requisition Name	BU	Date	Status	Budget	Total
0000028788	Winchek Main Office	SCSD1	05/09/2013	Approved	Valid	246.35 USD

Requester: Winchek, Carol  
Entered By: Winchek, Carol  
Pre-Encumbrance Balance: 8.06 USD  
Priority: Medium

Request Lifecycle: Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, Returns, Invoice, Payment

Request Lifespan: Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	PAPER, OFFSET/DUPLICATOR/ XER...	Approved	2.38100 USD	100.0000	PKG	W B MASON CO INC
2	TAPE, ADDING MACHINE, WHITE, 2...	Approved	0.19000 USD	1.0000	EA	OFFICE MAX CONTRACT INC
3	FOLDER, FILE, HANGING, LETTER...	Approved	8.06000 USD	1.0000	PKG	OFFICE MAX CONTRACT INC

- Click on the specific type of information you would like to review (i.e. “Requisition”, “Approvals”, “Receiving”, “Payment”, etc.)
- **TIP:** Click on the Select Action drop down menu to cancel or copy the requisition

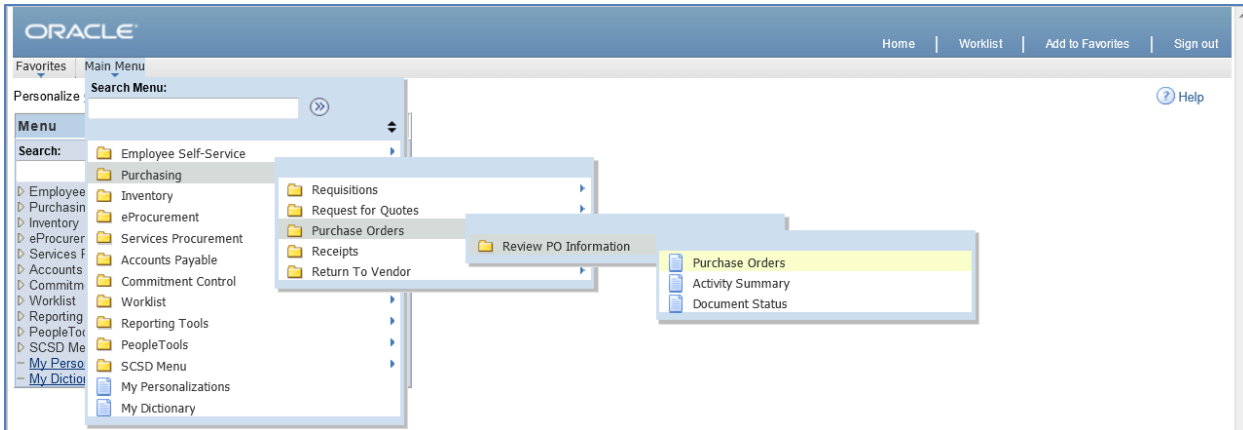
## How to Look Up a Purchase Order

### PURPOSE:

- You have entered a requisition in PeopleSoft and you want to review the purchase order status to determine if the purchase order has been approved.
- You want to review the prior year's purchase order to help you enter a new requisition.

### PROCEDURE:

1. **Navigate to:** Purchasing > Purchase Order > Review PO Information > Purchase Order



2. **Enter the information you know to locate the purchase order – examples include:**

- If you know the Purchase Order number, enter the 10 digit number in the “PO ID” field.
- Enter or search for and select the vendor name.
- Hit Enter or Click

A screenshot of the 'Purchase Order Inquiry' form in Oracle PeopleSoft. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders'. The form title is 'Purchase Order Inquiry'. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A section for 'Limit the number of results to (up to 300):' has a value of '300' entered. The form contains several search criteria fields: 'Business Unit' (set to 'SCSD1'), 'PO ID' (set to 'begins with 000002'), 'Contract SetID', 'Contract ID', 'Release Number', 'Purchase Order', 'Date', 'PO Status', 'Short Vendor Name' (set to 'GRAINGER'), 'Vendor ID', 'Vendor Name', 'Buyer', and 'Buyer Name'. Each field has a dropdown menu and a search icon. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A checkbox for 'Case Sensitive' is also present.

## How to Look Up a Purchase Order

### 3. Click on the Purchase Order you would like to review from the search result listing

Search Results													
Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
SCSD1	0000022476	SHARE	(blank)	0	04/24/2013	Pend Appr	GRAINGER_W W	0000023000	GRAINGER_W W INC	RFLORA41	General	HSGL Clary Req 0000028481	N
SCSD1	0000022476	SHARE	(blank)	0	04/18/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	RFLORA41	General	Online Src From Req 0000028367	N
SCSD1	0000022447	(blank)	(blank)	0	04/18/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000028317	N
SCSD1	0000022447	SHARE	(blank)	0	04/18/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000028317	N
SCSD1	0000022026	(blank)	(blank)	0	04/02/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000027443	N
SCSD1	0000022026	SHARE	(blank)	0	04/02/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000027443	N

### 4. Review the Purchase Order information such as:

- Vendor name and Vendor ID
- Item Description, Category code, PO quantity, unit of measure and amount

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

New Window | Help | Customize Page | http

### Purchase Order Inquiry

#### Purchase Order

Business Unit: SCSD1  
PO ID: 0000022476

PO Status: Dispatched  
Budget Status: Valid

**Header**

PO Date: 04/18/2013  
Vendor Name: GRAINGER\_W W  
Vendor ID: 0000023000  
Buyer: Elizabeth  
PO Reference: Online Src From Req 0000028367


Backorder Status: Not Backordered  
Receipt Status: Received  
☐ Hold From Further Processing

[Header Details](#) [All RTV](#) [Document Status](#)  
[Header Comments](#) [Matching](#)  
[Change Order](#) [Activity Summary](#)

**Amount Summary**

Merchandise: 265.95  
Freight/Tax/Misc.: 0.00  
Total: 265.95 USD  
Encumbrance Balance: 0.00 USD

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		1UNP4 SHEET ACRYLIC CLEAR 1.5	052031	3.0000	EA	265.95 USD	Approved

- Click on the Line Comments icon  on the right side to view the information that was entered in the “Additional Information” section during requisition entry. Click  to return to the previous screen.
- In this example, the state contract number (PC62993), fund (A) and the quote number (Quote 2018329589) were entered.


**Comments** Find | View All | First 1 of 1 Last

Comment Status: Active

<< PC62993  
A  
QUOTE 2018329589 >>

☒ Send to Vendor ☒ Shown at Receipt  
☒ Shown at Voucher

## How to Look Up a Purchase Order

- Click on the Schedule icon  on the right side to view the line details.

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

New Window | Help | Customize Page | http

### Purchase Order Inquiry

#### Purchase Order

Business Unit: SCSD1  
PO ID: 0000022476

PO Status: Dispatched  
Budget Status: Valid

**Header**

PO Date: 04/18/2013  
Vendor Name: GRAINGER, W.W.  
Vendor ID: 0000023000 [Vendor Details](#)  
Buyer: Florack, Elizabeth  
PO Reference: Online Src From Req 0000028367

Backorder Status: Not Backordered  
Receipt Status: Received  
☐ Hold From Further Processing


[Header Details](#) [All RTV](#) [Document Status](#)  
[Header Comments](#) [Matching](#)  
[Change Order](#) [Activity Summary](#)

**Amount Summary**

Merchandise: 265.95  
Freight/Tax/Misc.: 0.00  
Total: 265.95 USD  
Encumbrance Balance: 0.00 USD

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		1UNP4 SHEET ACRYLIC CLEAR 1.5	052031	3.0000	EA	265.95 USD	Approved

- Then click on the Distribution/Chartfield icon  on the far right side to view the chartfield string for the line.
- In this example, the chartfield string is:

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

New Window | Help | Customize Page | http

### Purchase Order Inquiry

#### Distributions for Schedule 1

PO ID: 0000022476 Line: 1 Sched: 1 Item: 1UNP4 SHEET ACRYLIC CLEAR 1.5 IN T 12 X 12IN

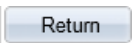
Status: Active Sched Qty: 3.0000  
Distribute By: Quantity Merchandise Amount: 265.95 USD  
Doc. Base Amount: 265.95 USD

**Distributions**

Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit	Fund	Function	Oper	Account	Dept	Program	Project/Grant	Fund Affil	Affiliate	Location
1	Open	100.0000	3.0000	265.95 USD	SCSD1	A	21100	001	5000	000	00000				001

Return

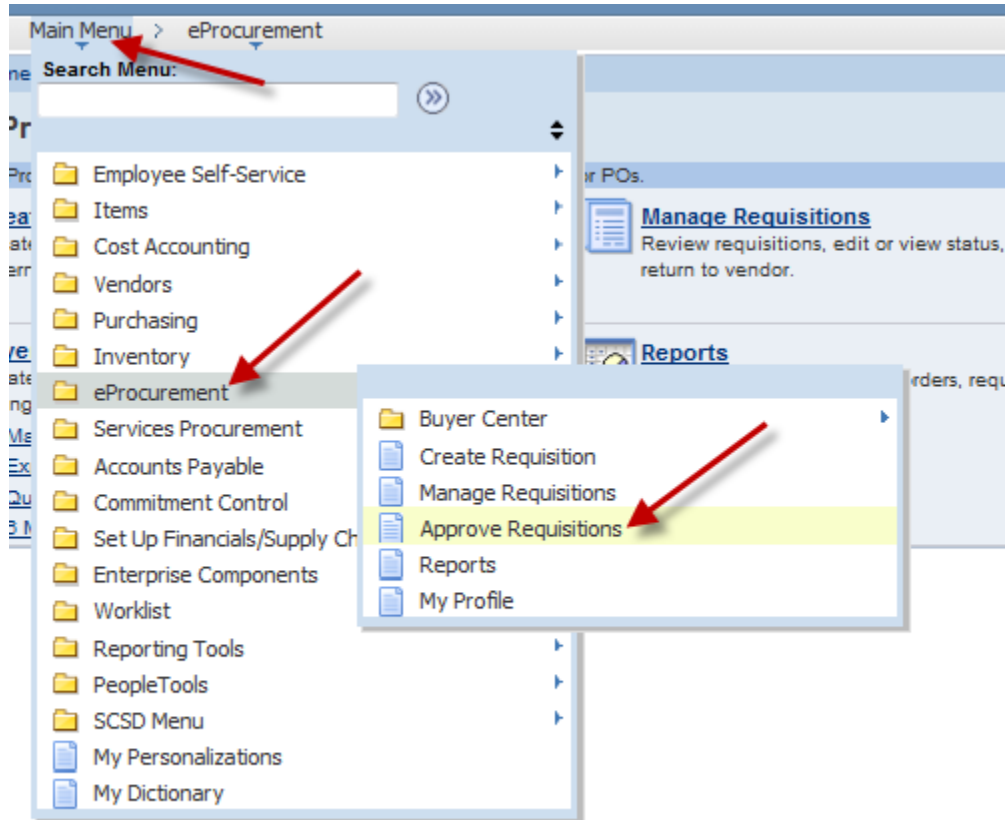
- Click  to go back to the previous screen.
- Click [Return to Main Page](#) on the top right to return to the original Purchase Order inquiry screen.

## How to Approve a Requisition

In PeopleSoft, the budget authority will approve requisitions that will affect their budget lines. Approval is needed prior to the request becoming a purchase order.

### Procedure

Once you have signed in to PeopleSoft, navigate to Main Menu > eProcurement > Approve Requisitions



## How to Approve a Requisition

Click on search and the screen will show all the requisitions awaiting your action. You can select a requisition to review for approval.

**Manage Requisitions**

To locate requisitions that previously required your approval, edit the criteria below and click the Search button.

Requisition ID:  Requisition Name:

Business Unit:  \*Status:

Date From:  Date To:

Requester:  Entered by:

[Show Advanced Search](#)

**Requisitions**

To view the complete details and approve a Requisition, click the requisition ID link.

[Expand All](#) [Collapse All](#)

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
Pending	<a href="#">0000044873</a>	FMO CITY ELECTRIC	SCSD1	07/01/2015			USD
Pending	<a href="#">0000045017</a>	FMC TECOGEN	SCSD1	07/02/2015			USD
Pending	<a href="#">0000045033</a>	CA RE					USD

**Requisition Approval**

Business Unit: SCSD1  
 Requisition ID: 0000044873  
 Requisition Name:  
 Requester:  
 Entered on: 07/01/2015  
 Status: Pending  
 Priority: Medium  
 Budget Status: Valid  
 Requisition's Justification: No justification entered by requester.

Total Amount: 35,000.00 USD

**Line Information**

Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
1	BLANKET PURCHASE OR...	CITY ELECTRIC		\$	1.00000 USD	

**Review/Edit Approvers**

Enter Approver Comments

[Return to Approve Requisitions](#)

The requester of the requisition will receive a notification of your approval or denial.

## How to Approve a Requisition

The requester of the requisition will receive a notification of your approval or denial.

### Requisition Approval

#### Confirmation

✓ **FMO KPARK CITY ELECTRIC has been approved.**

#### Review/Edit Approvers

##### Purch Clerk - EPLS Verified

 **FMO KPARK CITY ELECTRIC:Approved**  [View/Hide Comments](#)

Purch Clerk - EPLS Verified

Approved

✓ Purchasing Clerk  
07/02/15 - 2:22 PM

 **Comment History**

##### County Approval

 **FMO KPARK CITY ELECTRIC:Approved**  [View/Hide Comments](#)

County Approval

Approved

✓ County routing on cat for req  
08/12/15 - 9:30 AM

 **Comment History**

[Return to Approve Requisitions](#)

[Previous in List](#)

[Next in List](#)

Click on Return to Approve Requisitions to choose another requisition.

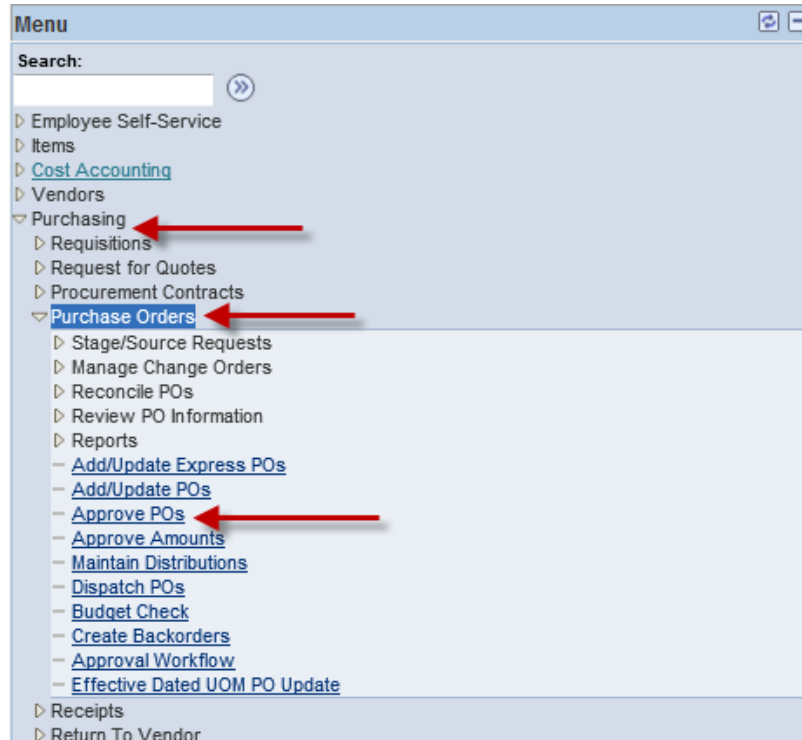


## How to Approve a Purchase Order

In PeopleSoft, the budget authority will approve purchase orders that will affect their budget lines. Approval is needed prior to the purchase order being dispatched to the vendor.

### Procedure

Once you have signed in to PeopleSoft, navigate to Main Menu > Purchasing > Purchase Orders > Approve POs



Click on search and the screen will show all the Purchase Orders awaiting your action. You can select a Purchase Order to review for approval.

The screenshot shows the 'Purchase Orders' search and approval screen. A blue callout box points to the 'Search' button with the text 'Click on Search'. Below the search criteria, there is a table of purchase orders. A blue callout box points to the first row of the table with the text 'Choose a purchase order from the list.'.

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Vendor ID	Vendor Name
Pending	0000036472	03/14/2015	30091	Online Src From Req 0000045142	14,000.00 USD	0000009314	CDW GOVERNMENT

Mark All: ☒ Approve

Submit

## How to Approve a Purchase Order

After reviewing the information you can either approve or deny the Purchase Order

Business Unit: SCSD1  
PO ID: 0000036472 [View Printable Version](#)  
PO Total: 14,000.00 USD  
Vendor ID: 0000009314 CDW GOVERNMENT, INC  
Buyer: 30091  
PO Reference: Online Src From Req 0000045142

[Edit PO](#) [PO Inquiry](#) [View](#)

**Review Lines**

Select	Line	Item Description	Quantity	Unit	Price	Merchandise Amount	Currency	View Req Approvals
<input type="checkbox"/>	1	Test item for purchase	14000.0000	\$	1.00000	14,000.00	USD	<input checked="" type="checkbox"/>

[Select All / De-select All](#) [View Lines Details](#)

**Review / Edit Approvers**

**Buyer/EPLS/PA/City**

**Purchase Order 0000036472: Pending** [View/Hide Comments](#) [Start New Path](#)

Buyer/EPLS/PA/City

Pending

County routing on Category

**Comment History**

**Budget Authority**

**Purchase Order 0000036472: Awaiting Further Approvals** [View/Hide Comments](#) [Start New Path](#)

**Commodity**

**Purchase Order 0000036472: Awaiting Further Approvals** [View/Hide Comments](#) [Start New Path](#)

Approval Comments

[Approve](#) [Hold](#) [Deny](#)

To view budget information please click on Select All and then click on View Line Details

If you have Comments you would type them here. (You cannot deny a Purchase Order without comments)

Choose Approve or Deny to complete the process.

## How to Approve a Purchase Order

You can then review the next layers of approval in the process

Review Lines

Review / Edit Approvers

### Buyer/EPLS/PA/City

**Purchase Order 0000036472:Approved**[View/Hide Comments](#)  
[Start New Path](#)

Buyer/EPLS/PA/City

Approved

County routing on Category  
08/12/15 - 9:45 AM

**Comment History**

### Budget Authority

**Purchase Order 0000036472:Pending**[View/Hide Comments](#)  
[Start New Path](#)

General Fund

Pending

Department Routing on PO

→

Not Routed

Operating Unit on PO

→

**Comment History**

### Commodity

**Purchase Order 0000036472:Awaiting Further Approvals**[View/Hide Comments](#)  
[Start New Path](#)

Hardware/Software

Not Routed

Manager of Operations

→

Not Routed

Chief Accountability Officer

→

**Comment History**

[Return to Approve POs](#)

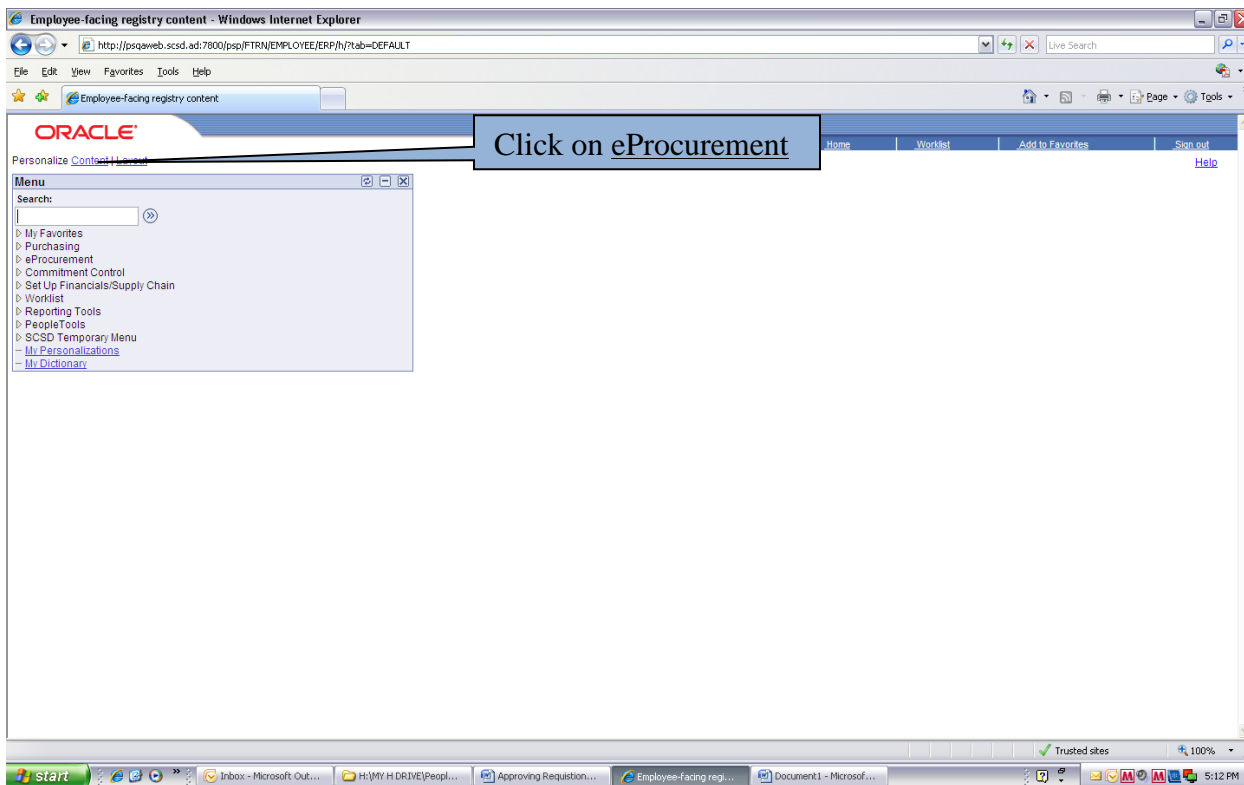
Click on Return to Approve POs to choose another requisition.

## How to Delegate Requisition Approval Authority

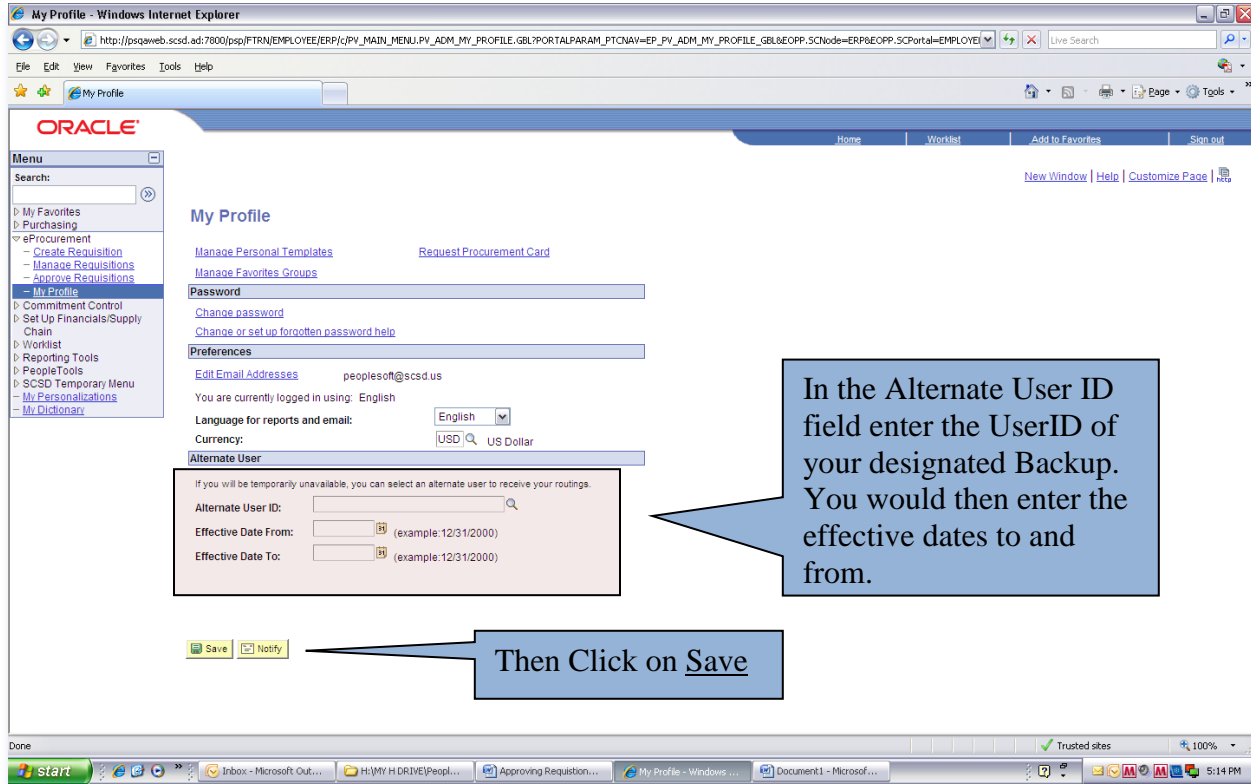
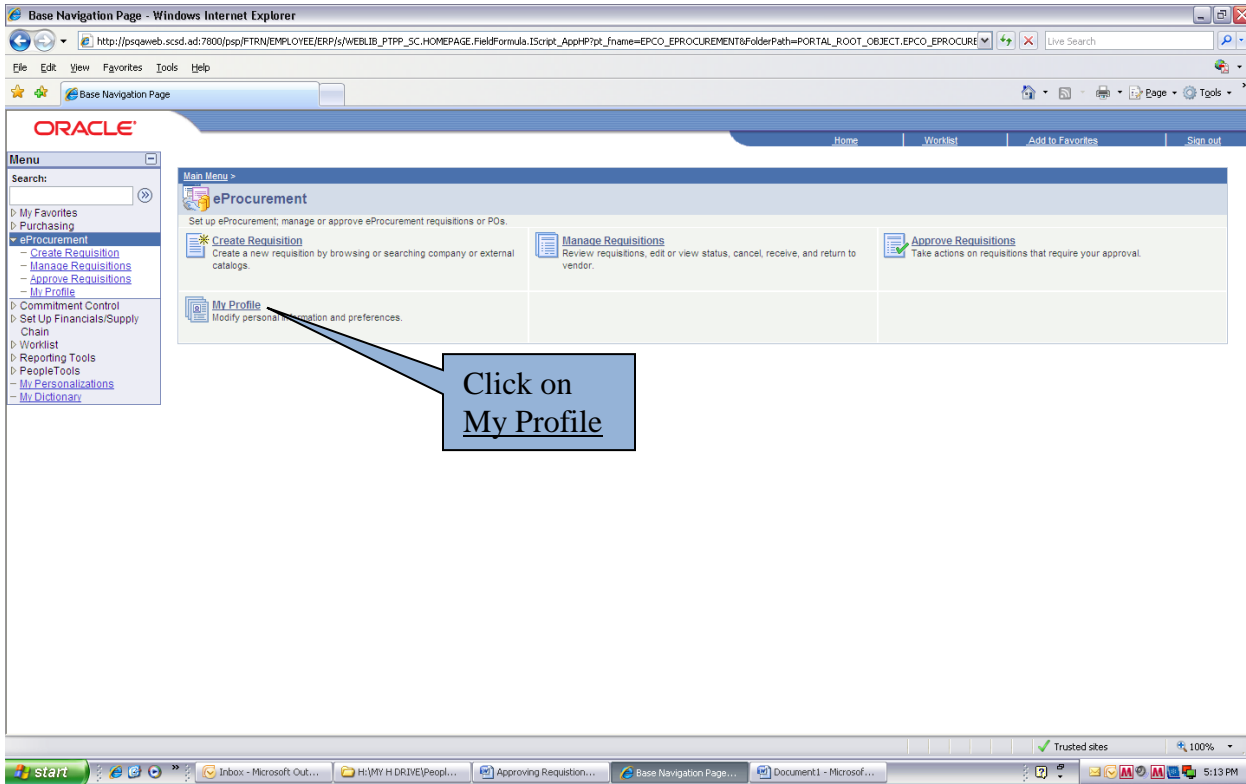
In PeopleSoft, as a budget owner, you have the ability to delegate the approval authority for requisitions assigned to your budget when you are not able to approve requests due to time away from the office. You can delegate the approval authority for a specific date range. The assigned delegate (typically this individual would be your designated backup) will receive all the requests entered against your budget from that point on in their workload.

### Procedure

Once you have signed in to PeopleSoft:



# How to Delegate Requisition Approval Authority



## Extraclassroom Activities (ECA)

The Syracuse City School District, Booster/PTA groups, and Extraclassroom Activities (ECA) funds all serve different purposes for supporting the district's students. Examples are the following:

District	ECA	Booster/PTA
Pays for coaches, uniforms, equipment and transportation for basketball team	Students host a charity basketball fundraiser to collect money to donate to a homeless shelter	Parents fundraise to pay for the basketball team's party at the end of the season

Guidance from NYSED regarding ECA policies may be found on their website at:

<http://www.p12.nysed.gov/mgtserv/accounting/docs/ExtraclassroomActivitiesJanuary2015.pdf>

Please note that ECAs, Booster Clubs, and PTA/PTOs cannot use the District's tax identification number for purchases or to open bank accounts

## Wegmans Card Requisitions

Wegmans cards offer the opportunity to purchase food and food related items for students and staff using beverage commissions and grant funds.

The staff member identified on the purchase requisition will be contacted when the card is ready to be picked up. Wegmans Shoppers Club cards can be picked up from Pat Hellinger, Accounts Receivable at Central Office ext. 4840.

**The Shoppers Club cards should only be used for food items and products relating to food.** If you are unsure if an item is allowed, please contact Bess Lyon at ext. 4832 or Pat Hellinger at ext. 4840.

Allowable Purchases:	Non-Allowable Purchases
<ul style="list-style-type: none"><li>• Food</li><li>• Non-alcoholic beverages</li><li>• Snacks</li><li>• Plates</li><li>• Bowls</li><li>• Cups</li><li>• Cutlery</li><li>• Napkins</li></ul>	<ul style="list-style-type: none"><li>• Flowers</li><li>• Balloons</li><li>• Gift cards</li><li>• Plants</li><li>• Wrapping paper</li><li>• Note cards</li><li>• School supplies</li><li>• Alcoholic beverages</li><li>• Tobacco products</li></ul>
<b>** A person who purchases non-allowable item(s) is required to reimburse the District for the cost of the non-allowable item(s) immediately upon notification of disallowance **</b>	

### Frequently Asked Questions

#### What do I do with my receipt?

Complete the Wegmans Receipt Submission Form including:

- Signature
- Reason for purchase (i.e. 10th grade celebration, staff meeting, etc.)
- Date of purchase
- Date of event
- Purchase Order Number

Submit the original receipt and form within 48 hours to the Accounts Payable department.

#### How do I check the balance on my Wegmans card?

To check the balance on your card or report a lost or stolen card: Call 1-800-934-6267

Choose option 3.

#### What do I do if I forgot the PIN for my Wegmans card?

If you forget or lose the PIN for your card, contact Pat Hellinger at ext. 4840 or Bess Lyon at ext. 4832.

#### Who do I return my Wegmans card to when the balance is \$0 or the program ends?

Cards should be returned to Pat Hellinger in the Accounting Department at Central Office.

Additional information can be found on the Wegmans Shoppers Card Information page of the SCSD Purchasing Web site at <http://www.syracusecityschools.com/districtpage.cfm?pageid=707>

## Beverage Commissions

Schools receive notification of Beverage Commission revenue from the Accounting Department at Central Office. This report includes any expenses during the current year. The New York State Department of Education has directed that these commissions cannot be held in a trust & agency account, so the commissions are held in the 'A' fund (general fund).

Funds do not roll from school year to school year, so purchase requisitions must be entered in a timely manner. Requisitions must be entered by the Special Request requisition deadline set by Purchasing (February 26, 2016 for the 2015-2016 school year).

***Reminder: Per Board Resolution 1107-78: Instructional buildings may use 100% of commissions solely for student incentives or 60% student initiatives, 40% staff development activities, geared to improve student achievement. Examples:***

***60% Student Incentives: Field trips, Awards, Leadership Training, Literacy incentives, Positive incentive refreshments (e.g., grocery store card)***

***40% Staff Incentives: Registration for workshops, Professional Books, Refreshments (e.g., grocery store card)***

It is the school's responsibility to keep a running balance of your beverage commissions, as well as a running balance of items spent/added \$ to your Wegmans cards. To inquire as to your balances to date on your Wegmans cards, please call Wegmans at 800-848-1555 x5 (Business Shopper's Card).

Any questions about Beverage Commissions should be directed to Galina Donescu at 315-435-4873 or [GDonescu@scsd.us](mailto:GDonescu@scsd.us)



## Field Trip Pricing

Destinations	Field Trip-1/2 Day (up to 5 hrs)		Field Trip-Full Day (5+ hrs)	
	Round Trip	2 One-Ways	Round Trip	2 One-Ways
WITHIN SYRACUSE	\$273	\$276	\$446	\$276
ALBANY	\$928	\$1,586	\$1,100	\$1,586
ALEXANDRIA BAY	\$672	\$1,074	\$841	\$1,074
AUBURN	\$386	\$502	\$558	\$502
BALDWINVILLE	\$341	\$411	\$512	\$411
BINGHAMTON	\$642	\$1,014	\$812	\$1,014
BREWERTON	\$341	\$411	\$512	\$411
BROCKPORT	\$695	\$1,119	\$866	\$1,119
BUFFALO	\$973	\$1,676	\$1,143	\$1,676
CAMDEN	\$590	\$908	\$759	\$908
CAMILLUS	\$311	\$351	\$482	\$351
CANANDAIGUA	\$642	\$1,014	\$812	\$1,014
CANASTOTA	\$386	\$502	\$558	\$502
CANTON	\$868	\$1,465	\$1,038	\$1,465
CARTHAGE	\$590	\$908	\$759	\$908
CATO	\$388	\$502	\$558	\$502
CATSKILL	\$1,064	\$1,857	\$1,233	\$1,857
CAYUGA	\$590	\$908	\$759	\$908
CAZENOVIA	\$386	\$502	\$558	\$502
CENTRAL SQUARE	\$386	\$502	\$558	\$502
CHEEKTOWAGA	\$853	\$1,435	\$1,023	\$1,435
CHENANGO FALLS	\$657	\$1,044	\$828	\$1,044
CHITTENANGO	\$341	\$411	\$512	\$411
CICERO	\$341	\$411	\$512	\$411
CLAY	\$341	\$411	\$512	\$411
CLINTON	\$590	\$908	\$759	\$908
COBLESKILL	\$718	\$1,164	\$777	\$1,164
COLONIE	\$853	\$1,435	\$1,023	\$1,435
COOPERSTOWN	\$672	\$1,074	\$841	\$1,074
CORNING	\$672	\$1,074	\$841	\$1,074
CORTLAND	\$590	\$908	\$759	\$908
DEWITT	\$296	\$321	\$467	\$321
DOLGEVILLE	\$642	\$1,014	\$812	\$1,014
EAST HAMPTON	\$2,050	\$3,829	\$2,217	\$3,829
ELBRIDGE	\$341	\$411	\$512	\$411
ELMIRA	\$672	\$1,074	\$841	\$1,074
ESM	\$273	\$276	\$446	\$276
FABIUS	\$386	\$502	\$558	\$502
FAYETTEVILLE	\$311	\$351	\$482	\$351
FISHKILL	\$1,244	\$2,218	\$1,414	\$2,218
FREEVILLE	\$590	\$908	\$759	\$908
FULTON	\$371	\$472	\$543	\$472
GENESEO	\$778	\$1,285	\$949	\$1,285
GENEVA	\$642	\$1,014	\$812	\$1,014
GLENS FALLS	\$1,064	\$1,857	\$1,233	\$1,857
GOVENEUR	\$672	\$1,074	\$841	\$1,074
HAMILTON	\$590	\$908	\$759	\$908
HANNIBAL	\$657	\$908	\$759	\$908
HENRIETTA	\$657	\$1,044	\$828	\$1,044
HERKIMER	\$642	\$1,014	\$812	\$1,014

Destinations	Field Trip-1/2 Day (up to 5 hrs)		Field Trip-Full Day (5+ hrs)	
	Round Trip	2 One-Ways	Round Trip	2 One-Ways
HOMER	\$590	\$908	\$759	\$908
HORSEHEADS	\$673	\$1,074	\$841	\$1,074
ILION	\$642	\$1,014	\$812	\$1,014
ITHACA	\$642	\$1,014	\$812	\$1,014
JAMESTOWN	\$1,244	\$2,218	\$1,414	\$2,218
JAMESVILLE	\$296	\$321	\$467	\$321
JOHNSTOWN	\$672	\$1,074	\$841	\$1,074
JORDAN	\$341	\$411	\$512	\$411
KIRKVILLE	\$341	\$411	\$512	\$411
LAFAYETTE	\$312	\$353	\$482	\$353
LAKE GEORGE	\$1,064	\$1,857	\$1,233	\$1,857
LAKE PLACID	\$1,154	\$2,037	\$1,324	\$2,037
LANCASTER	\$853	\$1,435	\$1,023	\$1,435
LITTLE FALLS	\$642	\$1,014	\$812	\$1,014
LIVERPOOL	\$296	\$321	\$467	\$321
LOCKPORT	\$1,064	\$1,857	\$1,233	\$1,857
LOWVILLE	\$672	\$1,074	\$841	\$1,074
MANLIUS	\$341	\$411	\$512	\$411
MARCELLUS	\$341	\$411	\$512	\$411
MARTVILLE	\$567	\$863	\$738	\$863
MATTYDALE	\$296	\$321	\$467	\$321
MEDINA	\$853	\$1,435	\$1,023	\$1,435
MEMPHIS	\$341	\$411	\$512	\$411
MEXICO	\$567	\$863	\$738	\$863
MORAVIA	\$567	\$863	\$738	\$863
MORRISVILLE	\$567	\$863	\$738	\$863
MT. MARKHAM	\$642	\$1,014	\$812	\$1,014
MT. VERNON	\$1,378	\$2,489	\$1,549	\$2,489
MUNNSVILLE	\$672	\$1,074	\$841	\$1,074
NEDROW	\$296	\$321	\$467	\$321
NEW HARTFORD	\$589	\$908	\$759	\$908
NEW YORK CITY	\$1,448	\$2,624	\$1,615	\$2,624
NEWARK	\$642	\$1,014	\$812	\$1,014
NIAGARA FALLS	\$1,064	\$1,857	\$1,233	\$1,857
NORTH SYRACUSE	\$312	\$351	\$482	\$351
NORWICH	\$642	\$1,014	\$812	\$1,014
OGDENSBURG	\$853	\$1,435	\$1,023	\$1,435
OLD FORGE	\$672	\$1,074	\$841	\$1,074
ONEIDA	\$590	\$908	\$759	\$908
ONEONTA	\$657	\$1,044	\$828	\$1,044
OSWEGO	\$590	\$908	\$759	\$908
OWEGO	\$642	\$1,014	\$812	\$1,014
PENN YAN	\$642	\$1,014	\$812	\$1,014
PHOENIX	\$341	\$411	\$512	\$411
PLATTSBURGH	\$1,259	\$2,248	\$1,429	\$2,248
POMPEY	\$341	\$411	\$512	\$411
PORT BRYON	\$386	\$502	\$558	\$502
POTSDAM	\$853	\$1,435	\$1,023	\$1,435
POUGHKEEPSIE	\$1,154	\$2,037	\$1,324	\$2,037
PULASKI	\$589	\$908	\$759	\$908
RENNSELEAR	\$853	\$1,435	\$1,023	\$1,435
ROCHESTER	\$657	\$1,044	\$828	\$1,044
ROME	\$590	\$908	\$759	\$908

Destinations	Field Trip-1/2 Day (up to 5 hrs)		Field Trip-Full Day (5+ hrs)	
	Round Trip	2 One-Ways	Round Trip	2 One-Ways
SARANAC LAKE	\$1,154	\$3,037	\$1,324	\$3,037
SARATOGA SPRINGS	\$853	\$1,435	\$1,023	\$1,435
SCHENECTADY	\$853	\$1,435	\$1,023	\$1,435
SENECA FALLS	\$642	\$1,014	\$812	\$1,014
SKANEATELES	\$386	\$502	\$558	\$502
SODUS	\$642	\$1,014	\$812	\$1,014
SPECUALTOR	\$672	\$1,074	\$841	\$1,074
THENDORA	\$672	\$1,074	\$841	\$1,074
TONOWANDA	\$883	\$1,495	\$1,053	\$1,495
TROY	\$883	\$1,495	\$1,053	\$1,495
TULLY	\$386	\$502	\$558	\$502
UNION ENDICOT	\$657	\$1,044	\$828	\$1,044
UTICA	\$597	\$923	\$768	\$923
VERNON	\$590	\$908	\$759	\$908
VERNONA	\$590	\$908	\$759	\$908
VERONE	\$590	\$908	\$759	\$908
VESTAL	\$657	\$1,044	\$828	\$1,044
WAMPSVILLE	\$386	\$502	\$558	\$502
WANAKENA	\$642	\$1,014	\$812	\$1,014
WAPPENGER FALLS	\$1,199	\$2,128	\$1,368	\$2,128
WATERLOO	\$590	\$908	\$759	\$908
WATERTOWN	\$642	\$1,014	\$812	\$1,014
WEBSTER	\$567	\$1,044	\$828	\$1,044
WEEDSPORT	\$386	\$502	\$558	\$502
WEST GENESEE	\$273	\$276	\$446	\$276
WEST POINT	\$1,244	\$2,218	\$1,414	\$2,218
WHITE PLAINS	\$1,290	\$2,308	\$1,458	\$2,308
WHITESBORO	\$590	\$908	\$759	\$908
YONKERS	\$1,290	\$2,308	\$1,458	\$2,308

**Cancellation Fee:** \$125 charge will be imposed if scheduled charter is cancelled within 2.0 hours of schedule pick-up time

**Overnight Trips:** Add \$181 per night to cover room/meals for driver

**One Way:** Within Syracuse \$133

## Textbooks

If you have questions regarding textbook procurement, please contact the appropriate Department Coordinator:

Social Studies	x6358
English Language Arts	x6358
Math	x4303
Fine Arts	x4181
Science and Technology	x4269
Health and Athletics	x4181
Curriculum and Instruction	x4303

## Textbook Barcoding

The Follett Barcode Readers are preloaded with the Follett Software Company Firmware to scan the Follett barcode labels. For first time use, you will have to calibrate the scanner to ensure that it is ready to read barcodes. The scanner must be connected to the USB port on your computer. To test the scanner you must use Notepad or Simple Text. Each scanner comes with a Getting Started pamphlet which can be used to test the scanner. For best results, scan all barcodes from a distance of 7-10 inches. If you find that the bar code scanner does not read the test barcode in the instructions, click on the help button.

**Destiny Help**

File Edit View Favorites Tools Help

Home RSS Email Printer Page Safety Tools ?

**Welcome to** Current user: Nancy [Logout](#) | [District](#) | [Help](#)

**Syracuse City School District**

**K-6 Schools**

- [Bellevue Elementary](#)
- [Delaware Academy](#)
- [Dr. King Elementary](#)
- [Dr. Weeks Elementary](#)
- [Franklin Elementary](#)
- [Lemoyne Elementary](#)
- [McKinley Brighton](#)
- [Meachem Elementary](#)
- [Porter Elementary](#)
- [Salem Hyde Elementary](#)

**9-12 Schools**

- [Corcoran High](#)
- [Elmcrest](#)
- [Fowler](#)
- [Henninger](#)
- [ITC](#)
- [Johnson Center](#)
- [McCarthy at Beard](#)
- [Nottingham High](#)

**District Collection**

- [Bova Supply Center](#)

## Textbook Barcoding

Click on the Hardware icon.

### WELCOME TO DESTINY HELP

The Destiny® help system provides you with entryways that include tabs and a searchable *Contents* pane (table of contents).

The click-able icons below guide you to specific related topics based on seasonal- and function-based help.

To learn more about Destiny help, see [About Destiny help](#).

#### PATRONS



#### END OF SCHOOL



#### HOME PAGE (EDIT)



#### FOLLETT\$HELF



#### CIRCULATION



#### CATALOGING



#### READING PROGRAMS



#### QUEST



#### HARDWARE



#### REPORTS



#### DESTINY ADMIN



#### TECHNICAL DOCS

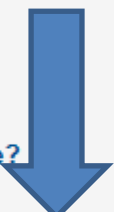


## Textbook Barcoding

Click on the Model 3800 Scanner.


**Hardware**

What piece of hardware do you want to use?




If you want to use a...	Then choose accordingly...
Scanner	<a href="#">Dolphin</a>   <a href="#">Panther</a>   <a href="#">3800</a>   <a href="#">3820</a>   <a href="#">7100</a>
Printer	<a href="#">Infigo</a>

Print these directions for your barcode scanner.



[Home](#) | [Contents](#) | [Search](#) | [Contact Us](#)

# DESTINY™



## Configuring the ImageTeam 3800 for Destiny

### Configuring the ImageTeam 3800 for Destiny

If you have an ImageTeam 3800 scanner purchased from Sagebrush, you'll need to change some of its internal programming for optimal performance within Destiny.

The following barcodes will:

- Return your scanner to the factory default settings and remove any custom programming in the ImageTeam 3800 scanner
- Disable the Full ASCII Code 39 symbology to allow Destiny Remote and the Command Codes for Circulation to function properly
- Enable the scanner to read ISBNs correctly.

**Notes:**

For best results, use a laser printer to print this document.

Scan the barcodes from a distance of 7–10 inches.

You will use this page to test your barcode scanner.

## Textbook Barcoding

When the test barcode is scanned you should see the number come up in Notepad or Simple Text.

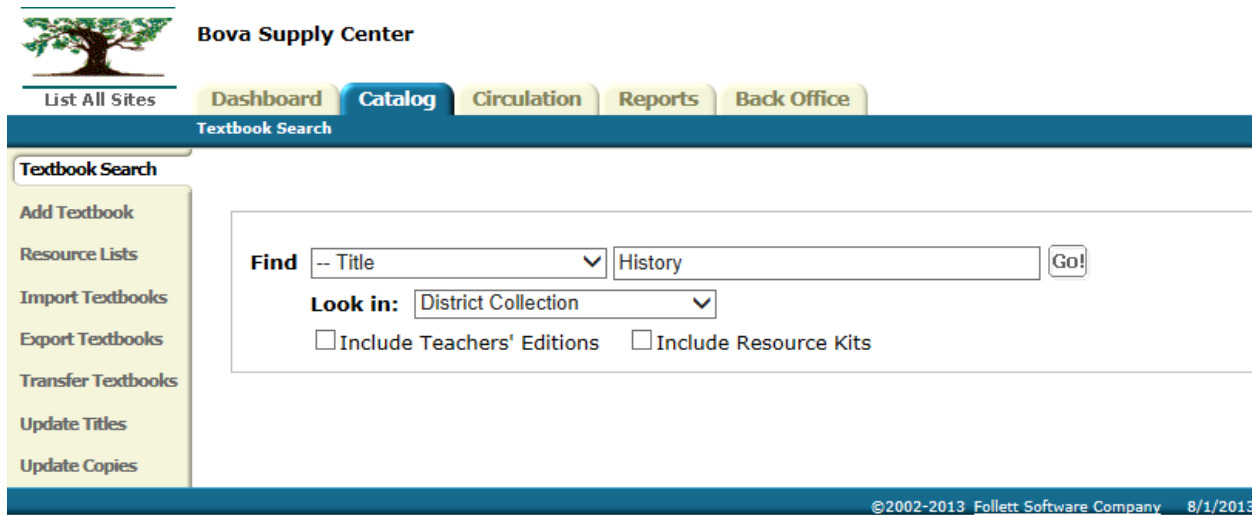
### Receiving Books at BOVA-

All books received at the warehouse must be reviewed to determine if they should be barcoded, counted or just sent to the location. Once determined, you can look for a book, kit or any supplemental materials in Destiny by:

ISBN Number, Barcode #, Keyword-Publisher, Author, Vendor, Subject or Instructional Classification.

Books received at BOVA will be barcoded or counted and transferred at BOVA before being transferred to the school.

The Destiny system contains Follett T2 titles that can be edited for district use. To search in Destiny for a Book that has been barcoded at the BOVA Supply Center, go to Catalog>Textbook Search> Type in the Title or any part thereof>Go



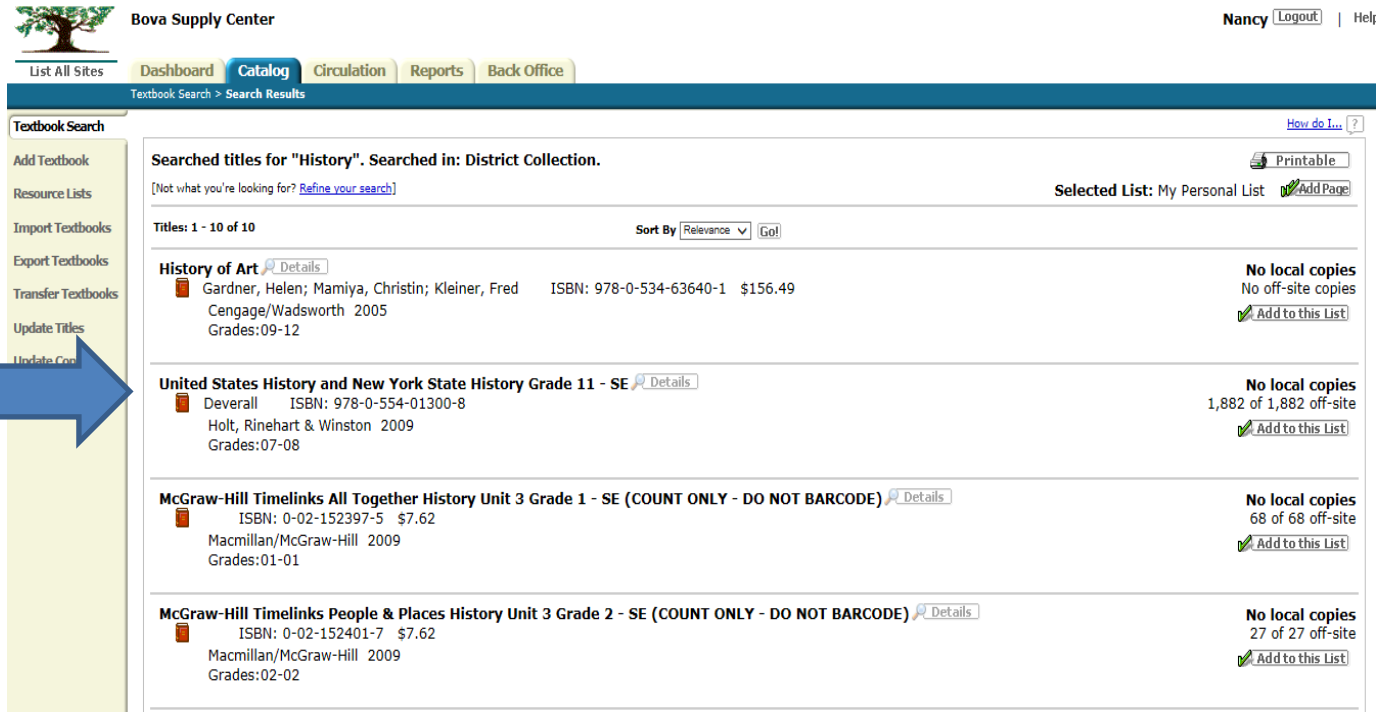
The screenshot shows the BOVA Supply Center interface. At the top, there is a logo of a tree and the text "Bova Supply Center". Below this is a navigation bar with tabs: "List All Sites", "Dashboard", "Catalog", "Circulation", "Reports", and "Back Office". The "Catalog" tab is selected. Below the navigation bar is a "Textbook Search" section. On the left, there is a sidebar with links: "Add Textbook", "Resource Lists", "Import Textbooks", "Export Textbooks", "Transfer Textbooks", "Update Titles", and "Update Copies". The main search area has a "Find" section with a dropdown menu set to "-- Title" and a text input field containing "History". To the right of the input field is a "Go!" button. Below the "Find" section is a "Look in:" dropdown menu set to "District Collection". At the bottom of the search area are two checkboxes: "Include Teachers' Editions" and "Include Resource Kits". The footer of the page shows the copyright "©2002-2013 Follett Software Company" and the date "8/1/2013".

This will bring up a list of all textbooks with the word History. The more information keyed in to Destiny, the more refined the search will be.



# Textbook Barcoding

Click on the title:



**Bova Supply Center** Nancy [Logout](#) | [Help](#)

[List All Sites](#) [Dashboard](#) [Catalog](#) [Circulation](#) [Reports](#) [Back Office](#)

Textbook Search > Search Results

Textbook Search [How do I...?](#)

[Add Textbook](#)  
[Resource Lists](#)  
[Import Textbooks](#)  
[Export Textbooks](#)  
[Transfer Textbooks](#)  
[Update Titles](#)  
[Update Copies](#)

Searched titles for "History". Searched in: District Collection. [Printable](#)

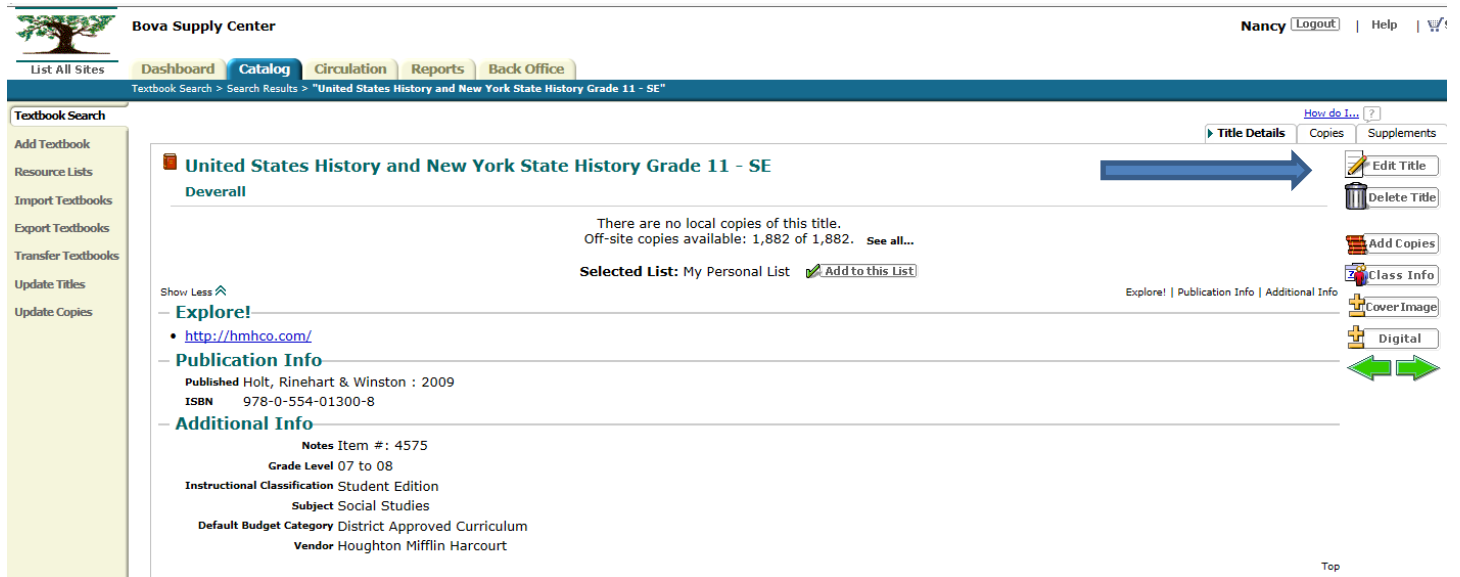
[Not what you're looking for? [Refine your search](#)]

Selected List: My Personal List [Add Page](#)

Titles: 1 - 10 of 10 Sort By [Relevance](#) [Go!](#)

<b>History of Art</b> <a href="#">Details</a>	No local copies No off-site copies <a href="#">Add to this List</a>
Gardner, Helen; Mamiya, Christin; Kleiner, Fred ISBN: 978-0-534-63640-1 \$156.49 Cengage/Wadsworth 2005 Grades:09-12	
<b>United States History and New York State History Grade 11 - SE</b> <a href="#">Details</a>	No local copies 1,882 of 1,882 off-site <a href="#">Add to this List</a>
Deverall ISBN: 978-0-554-01300-8 Holt, Rinehart & Winston 2009 Grades:07-08	
<b>McGraw-Hill Timelinks All Together History Unit 3 Grade 1 - SE (COUNT ONLY - DO NOT BARCODE)</b> <a href="#">Details</a>	No local copies 68 of 68 off-site <a href="#">Add to this List</a>
ISBN: 0-02-152397-5 \$7.62 Macmillan/McGraw-Hill 2009 Grades:01-01	
<b>McGraw-Hill Timelinks People &amp; Places History Unit 3 Grade 2 - SE (COUNT ONLY - DO NOT BARCODE)</b> <a href="#">Details</a>	No local copies 27 of 27 off-site <a href="#">Add to this List</a>
ISBN: 0-02-152401-7 \$7.62 Macmillan/McGraw-Hill 2009 Grades:02-02	

The following screen will appear. From this screen the description can be edited to add more information:



**Bova Supply Center** Nancy [Logout](#) | [Help](#) [Shopping Cart](#)

[List All Sites](#) [Dashboard](#) [Catalog](#) [Circulation](#) [Reports](#) [Back Office](#)

Textbook Search > Search Results > "United States History and New York State History Grade 11 - SE"

Textbook Search [How do I...?](#)

[Add Textbook](#)  
[Resource Lists](#)  
[Import Textbooks](#)  
[Export Textbooks](#)  
[Transfer Textbooks](#)  
[Update Titles](#)  
[Update Copies](#)

**United States History and New York State History Grade 11 - SE** [Title Details](#) [Copies](#) [Supplements](#)

**Deverall** [Edit Title](#) [Delete Title](#)

There are no local copies of this title.  
Off-site copies available: 1,882 of 1,882. [See all...](#)

Selected List: My Personal List [Add to this List](#)

[Add Copies](#) [Class Info](#) [Cover Image](#) [Digital](#)

Explore! [Publication Info](#) [Additional Info](#)

• <http://hmhco.com/>

**Publication Info**

Published Holt, Rinehart & Winston : 2009  
ISBN 978-0-554-01300-8


**Additional Info**

Notes Item #: 4575  
Grade Level 07 to 08  
Instructional Classification Student Edition  
Subject Social Studies  
Default Budget Category District Approved Curriculum  
Vendor Houghton Mifflin Harcourt

Top

# Textbook Barcoding

Make sure that all of the information in the Title description is accurate.

**Bova Supply Center**

[List All Sites](#) [Dashboard](#) [Catalog](#) [Circulation](#) [Reports](#) [Back Office](#)

Textbook Search > Search Results > "United States History and New York State History Grade 11 - SE" > Edit Textbook

**Textbook Search**

[Add Textbook](#)  
[Resource Lists](#)  
[Import Textbooks](#)  
[Export Textbooks](#)  
[Transfer Textbooks](#)  
[Update Titles](#)  
[Update Copies](#)

**Title** United States History and New York State History Grade 11 - SE

**\* Title**  ?

**Authors**  ?

**Edition**  ?

**Copyright**  ?

**ISBN**  [+ Add ISBN](#)

**Instructional Classification**  [Other...](#) ?

**Subject**  [Other...](#) ?

**Material Type**  ?

**Default Budget Category**  [Other...](#) ?

**User Defined Field**

**Grade Level**  to  ?

**Additional Information**  ?

**Publisher Name**  [Other...](#) ?

**Catalog #**  ?

**Vendor Name**  [Other...](#) ?

**Catalog #**  ?

**Replacement Price**  ?

**Financial Services Guide**

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# Textbook Barcoding

Edit as necessary. Use your arrow back button to return to the previous screen. You can now add copies of the books.

**Bova Supply Center** Nancy [Logout] | Help | [Menu]

Textbook Search > Search Results > "United States History and New York State History Grade 11 - SE" > Edit Textbook > "United States History and New York State History Grade 11 - SE"

**United States History and New York State History Grade 11 - SE**  
Deverall

There are no local copies of this title.  
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Selected List: My Personal List [Add to this List](#)

Explore! | Publication Info | Additional Info

**Explore!**

- <http://hmhco.com/>

**Publication Info**

Published Holt, Rinehart & Winston : 2009  
ISBN 978-0-554-01300-8

**Additional Info**

Notes Item #: 4575  
Grade Level 07 to 08  
Instructional Classification Student Edition  
Subject Social Studies  
Default Budget Category District Approved Curriculum  
Vendor Houghton Mifflin Harcourt

**Bova Supply Center** Nancy [Logout] |

Textbook Search > Search Results > "United States History and New York State History Grade 11 - SE" > Edit Textbook > "United States History and New York State History Grade 11 - SE" > Add Textbook Copies

**United States History and New York State History Grade 11 - SE**  
Author Deverall  
Student Edition

**Add Copies** with Barcodes

\*Number of Copies 1 [?]

Starting Barcode [?]  
[\[Generic Code 39, 14 characters total\]](#)  
☐ Assign next barcode  
[Next: 4SCSD000148109]

Status Available [?]  
Condition New  
Location -- Undefined -- [?] Other...

Budget Category District Approved Curriculum [?] Other...

Date Acquired 8/1/2013 [?]  
Purchase Price  
Purchase Order Number

\* = Required Field

Copy Categories [?]  
Notes [?]

Update  
Add Note

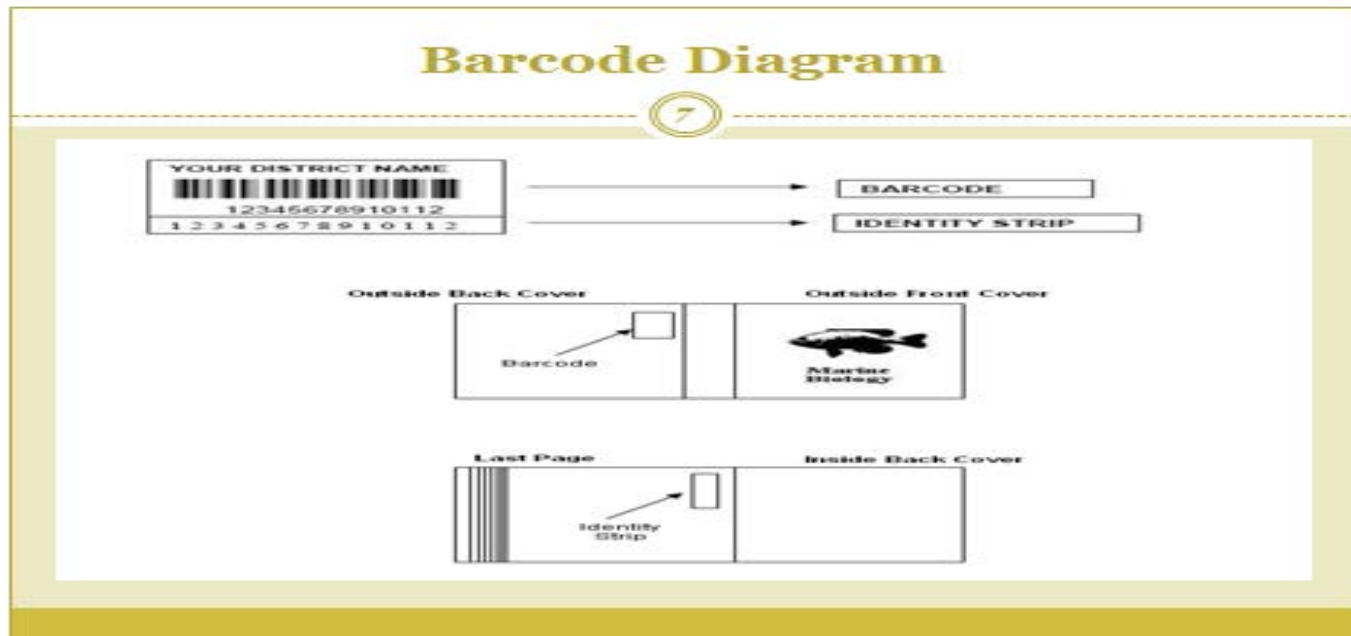
There are no notes for this copy

You can enter copies by barcode, or copy count. Curriculum will determine which books are counted or barcoded. **As a general rule, all textbooks are barcoded and all supplemental or consumable items are counted unless otherwise directed by curriculum.**

## Textbook Barcoding

Enter the number of copies you want to add. Scan the beginning Follett barcode label and click Save.

The barcode labels are positioned on the textbooks as follows:



Once all barcode labels have been affixed to the appropriate places on the textbooks, the books can be transferred to the appropriate location.

# Textbook Barcoding

## Transfer materials from BOVA

Go to Catalog>Transfer textbooks> Upload

**Bova Supply Center** Nancy [Logout](#) | H

[List All Sites](#) [Dashboard](#) [Catalog](#) [Circulation](#) [Reports](#) [Back Office](#)

**Transfer Textbooks**

Textbook Search  
Add Textbook  
Resource Lists  
Import Textbooks  
Export Textbooks  
**Transfer Textbooks**  
Update Titles  
Update Copies

Track **Upload** Requests Notices

**Transfer Textbooks...**

To: -- Select a Site --  
Transfer: by Barcode  
Order #:

Create a barcode list  Add  
-- Barcodes --  
Remove

OR...

Select a barcode file  Browse...

Upon transfer, ownership will be immediately changed to the receiving site.

Transfer

Select the location that the books will be transferred to from the dropdown menu. Click add and begin to scan the barcodes into Destiny. The system will keep a running count of barcodes scanned. Once all of the barcodes have been scanned for a location, Click transfer. Your job manager will appear. Click on View to review the job when completed.

**Bova Supply Center** Nancy [Logout](#) | Help

[List All Sites](#) [Dashboard](#) [Catalog](#) [Circulation](#) [Reports](#) [Back Office](#)

**Job Manager**

Manage Patrons  
Update Patrons  
Update Classes  
Import Patrons  
Export Patrons  
Upload Patron Pictures  
Textbook Policies  
Access Levels  
Calendar / Hours  
Forecasting  
Site Configuration  
Inventory  
**Job Manager**

Jobs: 1 - 25 of 38 [Refresh List](#) 1 2 [Show All](#)

	Job	Submitted By	Started	Status	
<input type="checkbox"/>	Transfer Textbooks	Nancy (8/1/2013 11:15 AM)	8/1/2013 11:15 AM	Completed (8/1/2013 11:15 AM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (8/1/2013 10:50 AM)	8/1/2013 10:50 AM	Completed (8/1/2013 10:50 AM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (8/1/2013 10:47 AM)	8/1/2013 10:47 AM	Completed (8/1/2013 10:47 AM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (8/1/2013 10:21 AM)	8/1/2013 10:21 AM	Completed (8/1/2013 10:21 AM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (8/1/2013 7:30 AM)	8/1/2013 7:30 AM	Completed (8/1/2013 7:30 AM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (7/31/2013 2:10 PM)	7/31/2013 2:10 PM	Completed (7/31/2013 2:10 PM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (7/31/2013 1:31 PM)	7/31/2013 1:31 PM	Completed (7/31/2013 1:31 PM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (7/31/2013 1:30 PM)	7/31/2013 1:30 PM	Completed (7/31/2013 1:30 PM)	<a href="#">View</a>
<input type="checkbox"/>	Transfer Textbooks	Nancy (7/31/2013 1:28 PM)	7/31/2013 1:28 PM	Completed (7/31/2013 1:28 PM)	<a href="#">View</a>

The transfer is now pending on the school end.

# Textbook Barcoding

## Books Received at School Location

When you open Destiny, you will see that you have processing needed. Click on this button to see what transfers have been made to your school. The physical count of books received at the school will need to be confirmed.



The screenshot shows the 'Track Textbooks' page for a user named Nancy. The page has a navigation bar with 'List All Sites', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Dashboard' tab is selected, and the 'Transfer Textbooks' section is active. The main content area is titled 'Track Textbooks [Customize View]' and includes a sub-section 'Incoming Transfers (4)'. A table lists four transfers from Bova (Nancy) with their dates and statuses. Below the table are icons for 'View Notes', 'View', and 'Remove'. A 'Customize View' section allows filtering transfers by date and location, and displaying specific transfer types.

From	Transfer Date	Order #	Status
Bova (Nancy)	7/24/2013 11:48 AM		0 of 266 Received Government Alive! Power, Politics, and You
Bova (Nancy)	7/24/2013 2:17 PM		0 of 21 Received Government Alive! Power, Politics, and You
Bova (Nancy)	7/29/2013 2:23 PM		0 of 8 Received Government Alive! Power, Politics, and You
Bova (Nancy)	8/1/2013 11:15 AM		0 of 25 Received Teaching Argument Writing, Grades 6-12

Once the book count is verified, click on processing and click receive all. You do not have to scan barcodes in again. The books will now be part of your school inventory.

The screenshot shows the 'View Transfer' page for a user named Nancy at Clary Middle School. The page title is 'Textbooks Transferred from Bova Supply Center (8/1/2013)'. A warning message states: 'Once you start receiving copies in this transfer, you are taking full responsibility for all of the copies. Please verify the content of the shipment before beginning.' Below the warning, there is a 'Scan or enter copies one-at-a-time' field and a 'Receive' button. A section titled 'Copies Sent With Barcodes (260)' contains a table with one row of data. The table has columns for Title, ISBN, Publisher, Copyright, and Copies. At the bottom of the table are 'Receive All' and 'Show More' buttons.

Title	ISBN	Publisher	Copyright	Copies
History Alive United States Through Modern Times	1-58371-129-5	Teachers Curriculum Institute	2014	260

## Textbook Barcoding

### To Assign Books to Teachers

The Destiny System is linked to our ESchool schedule, as well as student information. Books can be assigned to a teacher, for classroom sets which do not go home with the students.

To check out textbooks to teacher, navigate to the **Circulation** tab, **Checkout Text** option, **To Teacher** subtab. Locate the teacher by entering or scanning the teacher's barcode in the **Find** box, then select the appropriate class from the **Class** drop-down list under the teacher's displayed name. Finally, enter or scan the barcodes of items being circulated in the **Find** box.

### Check Out to Teacher

The screenshot shows a web interface for checking out textbooks. At the top, there are three tabs: 'To Patron', 'By Class', and 'To Teacher', with 'To Teacher' being the active tab. Below the tabs is a search area with a 'Find' label, a text input box, a 'Go!' button, a 'Find Teacher' button with a magnifying glass icon, and a 'Find Copy' button with a magnifying glass icon. Below the search area is a checkbox labeled 'Only search' and a dropdown menu currently showing 'Patron Names'. The main content area displays the name 'Flores, Elizabeth' in blue, followed by '(Faculty: [2110400862](#))' and an 'Edit Patron' button with a pencil icon. Below this is a 'Class' dropdown menu showing '1 (M-F) Grade6 (Due: 7/31/2013)'. Underneath is a section titled 'Items Out' with a minus sign icon. At the bottom, a message states 'There are no materials checked out to this patron'.

If your school distributes textbooks to students in a classroom, you can use this check-out method to check textbooks out to the teacher, where they can remain the teacher's responsibility or you can reassign them to students.

The district recommends scanning the barcodes to achieve maximum accuracy.

## Textbook Barcoding

### To Assign Books to Students

Patrons can be students or teachers. To assign books from a teacher to a student for maximum accountability:

### Check Out Texts to Patron

The screenshot shows a web interface for checking out textbooks to a patron. At the top, there are tabs: 'To Patron' (selected), 'By Class', and 'To Teacher'. Below the tabs is a search bar with a 'Find' label and a 'Go!' button. To the right of the search bar are two buttons: 'Find Patron' and 'Find Copy'. Below the search bar, there are checkboxes for 'Only my patrons' (checked) and 'Only search' (unchecked), and a dropdown menu labeled 'Patron Names'. The main section displays the patron's name 'Tardiff, Edmund Burl' in blue, followed by '(Student: 2010401023)'. To the right of the name are two buttons: 'View Classes' and 'Edit Patron'. Below the name, there are several fields: 'Checked Out Textbooks: 0', 'Overdue Textbooks: 0', 'Library: \$0.00 / Textbooks: \$10.00 / Assets: \$0.00', 'Patron: \$0.00', 'Grade Level 8', 'Homeroom MS. Miller', 'User Defined 3', 'Primary Language 3', and 'Lexile Measure 1050L'. To the right of these fields is a small photo of a young man. At the bottom, there is a checkbox for 'Only today's check outs' and a 'Receipt' button. Below the main section, there is a section titled 'Items Out' with the text 'There are no materials checked out to this patron'.

Navigate to the **Circulation** tab, **Check Out Text** option. Ensure the **To Patron** subtab is selected.

Before checking out a textbook to a patron, you must first find the patron in the database by searching for the patron's name or by scanning the patron's barcode.

The most accurate method to check out items is to scan the patron's barcode and scan the textbook's barcode.

Next, scan the textbook barcode. If you scan the barcode, Destiny starts the search immediately (you don't have to click the **Find Copy** button as you would if you typed the barcode).



## Textbook Barcoding

Destiny assigns due dates based on class and section information and the loan periods and policies you set up. You can change the due date, if necessary, by clicking the **Change** button when the textbook is in the Checked Out field.

If you check out a second item to the patron, the first item drops to the Items Out field. Both fields identify what is checked out to the patron.

You can print receipts for your patrons to provide a written record of the textbook due dates. You can choose to print a receipt for all textbooks checked out or just for the ones checked out that day.

Other materials are also included in the Destiny module that may appear as counts in your school. These items include kits, novels, supplemental materials or professional development materials. If you are assigning these to teachers, the classes and the counts need to be transferred in the system as well following the same procedures as above.

# Textbook Barcoding

## Check-In a Textbook

The screenshot shows a web application interface for managing textbooks. At the top, there are tabs for 'Dashboard', 'Catalog', 'Circulation' (which is active), 'Reports', 'Back Office', and 'My Info'. Below the tabs, the main heading is 'Check In Text'. On the left side, there is a vertical menu with options: 'Check Out Text', 'Check In Text' (highlighted), 'Renew', 'Fines', 'Copy Status', 'Patron Status', 'Offline Circulation', 'Textbook Information', and a 'Reset' button at the bottom. The main content area has a 'Find Copy' search bar with a 'Go!' button. Below this is a section titled 'Most Recently Checked In'. It displays a list of checked-in items. The first item is 'Math' with a copy ID of '2415883'. It shows it was checked out on 8/31/2012 to 'Acton, Earnest Chi' (Student ID: 2010401010). The due date is 7/31/2013, and the condition is 'New'. There is a 'Create Fine' button next to the condition. The text 'Textbook copies still checked out: 0' is also visible.

Most Recently Checked In	
<b>Math</b> (Copy: <a href="#">2415883</a> )	<b>Due</b> 7/31/2013
Checked out 8/31/2012 to Acton, Earnest Chi (Student: <a href="#">2010401010</a> )	<b>Condition</b> New <input type="button" value="Create Fine"/>
Textbook copies still checked out: 0	

To check in a textbook, navigate to the **Circulation** tab, **Check In Text** option.

The most accurate way to check in is to scan the barcode in the **Find Copy** field.

The Most Recently Checked In section lists checked-in items. Information here comprises the text name and barcode, due date, patron who checked out the item, and number of items the patron still has checked out.



# **PAYROLL AND PERSONNEL**

## Timecards

Timecards must be submitted for work done beyond normal working hours. Some instances where submission of a timecard would be required include Extension of Service and Overtime.

The timely submission of timecards is imperative because it enables the District to have as accurate a picture of spending and available budgets as possible.

All timecards must be submitted during the time period of when that work is taking place or the pay period immediately following. Timecards must be signed by both the employee and their supervisor, and must include hours worked as well as any vacation, personal, or sick time used.

EMPLOYEE ID #		LAST NAME		FIRST	I													
PAY PERIOD		JOB CODE		TITLE														
HOURS / DAYS																		
REGULAR	1.5 PREMIUM	2.0 PREMIUM	TOTAL															
MISC. EARNINGS				RCD	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">ABSENCES</th> </tr> <tr> <th style="text-align: center;">ID</th> <th style="text-align: center;">TIME</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>		ABSENCES		ID	TIME								
ABSENCES																		
ID	TIME																	
BUDGET																		
<small>I HEREBY CERTIFY THAT THE TIME REPORTED ON THE REVERSE SIDE AS WORKED IS CORRECT.</small>					<small>SIGNATURE OF PRINCIPAL OR DEPT. HEAD</small>													

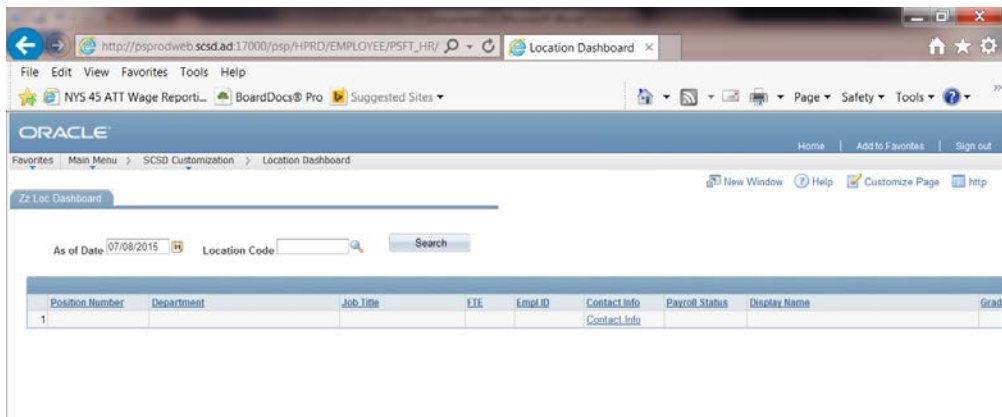
DATE	REMARKS / EVENT	HOURS		<div style="display: flex; justify-content: space-between;"> <span>SAT</span> <span>SUN</span> <span>MON</span> <span>TUES</span> <span>WED</span> <span>THURS</span> <span>FRI</span> </div>														
		FROM	TO															
WEEK 1																		
DATE	FROM	TO	HRS.	OT	DED	DATE	FROM	TO	HRS.	OT	DED	DATE	FROM	TO	HRS.	OT	DED	
WEEK 2																		
DATE	FROM	TO	HRS.	OT	DED	DATE	FROM	TO	HRS.	OT	DED	DATE	FROM	TO	HRS.	OT	DED	
WEEK 3																		
DATE	FROM	TO	HRS.	OT	DED	DATE	FROM	TO	HRS.	OT	DED	DATE	FROM	TO	HRS.	OT	DED	
<small>THIS TIME CARD IS FOR THE PURPOSE OF MONITORING OVERTIME AND ABSENCES UNDER THE FAIR LABOR STANDARDS ACT.</small>																		
<small>EMPLOYEE SIGNATURE</small>																	<small>PERIOD ENDING</small>	

## Location Dashboard

Principals with access to the SCSD Location Dashboard can view a staff listing for all employees at their location

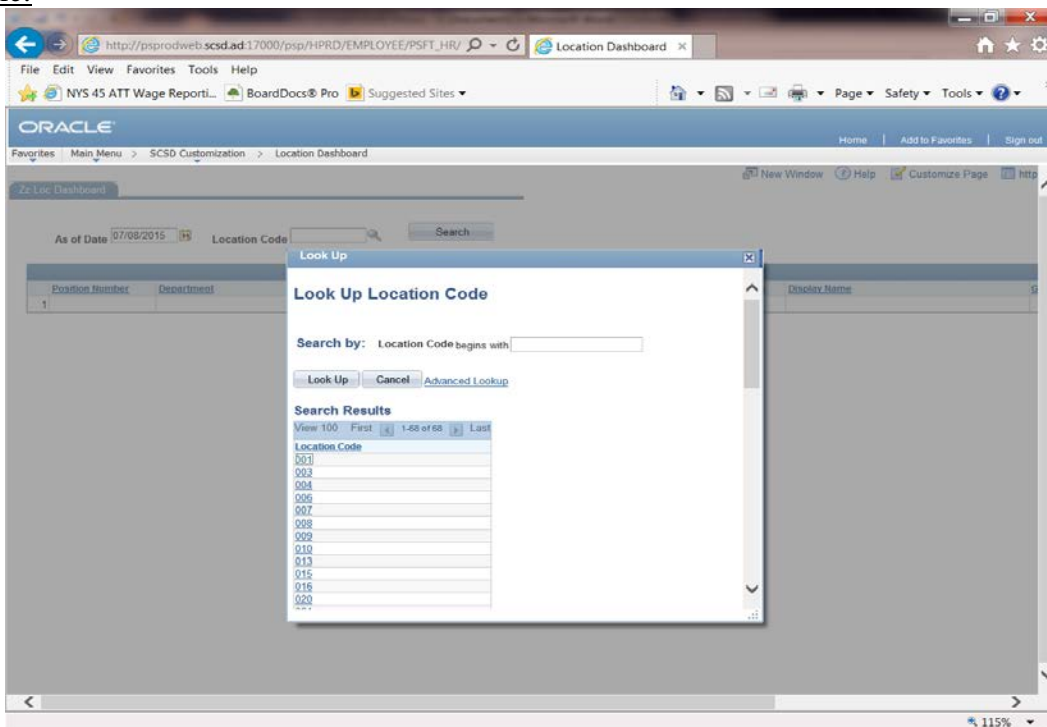
Navigate to: PeopleSoft HR – Main Menu – SCSD Customization – Location Dashboard

Example:



Select the Location Code for your building.

Example:



## Location Dashboard

Click on Search

- A list of all of the employees at that location will appear

Example:

Position Number	Department	Job Title	FTE	Email ID	Contact Info	Payroll Status	Display Name	Grade Level	As Of Date
1 01100084	Institute of Technology	Principal	1.000	18836	<a href="#">Contact Info</a>	Active	Donna Farnas	Not Applicable	07/08/2015
2 01101190	Institute of Technology	Vice Principal	1.000	18861	<a href="#">Contact Info</a>	Active	Bruno Primarano	Not Applicable	07/08/2015
3 01300153	Institute of Technology	Typist I	1.000	13664	<a href="#">Contact Info</a>	Active	Jamice Capozzi	Not Applicable	07/08/2015
4 01300167	Institute of Technology	Typist II	1.000	11358	<a href="#">Contact Info</a>	Active	Carol Winchell	Not Applicable	07/08/2015
5 02100192	Institute of Technology	Art Teacher	1.000	18816	<a href="#">Contact Info</a>	Active	Laurie Affari	Not Applicable	07/08/2015
6 02100190	Institute of Technology	Science Teacher	1.000	28108	<a href="#">Contact Info</a>	Active	Carolynne Jordan	Not Applicable	07/08/2015
7 02100203	Institute of Technology	Spanish Teacher	1.000	04723	<a href="#">Contact Info</a>	Active	Diane Perez	Not Applicable	07/08/2015
8 02100204	Institute of Technology	Social Studies Teacher	1.000	18400	<a href="#">Contact Info</a>	Leave	Stephanie Sobon	Not Applicable	07/08/2015
9 02100204	Institute of Technology	Social Studies Teacher	1.000	18044	<a href="#">Contact Info</a>	Active	Kathleen Angus	Not Applicable	07/08/2015
10 02100208	Institute of Technology	Food Service Instructor	1.000	10470	<a href="#">Contact Info</a>	Active	Vicki Panrose	Not Applicable	07/08/2015
11 02100225	Institute of Technology	Math Teacher	1.000	30959	<a href="#">Contact Info</a>	Active	Kristen Reahle	Not Applicable	07/08/2015
12 02100658	Institute of Technology	English Teacher	1.000	30355	<a href="#">Contact Info</a>	Active	Elizabeth DeFuria	Not Applicable	07/08/2015
13 02100658	Institute of Technology	English Teacher	1.000	31304	<a href="#">Contact Info</a>	Active	Jessica Pappin	Not Applicable	07/08/2015
14 02100705	Institute of Technology	Science Teacher	1.000	10049	<a href="#">Contact Info</a>	Active	Laura Grulich	Not Applicable	07/08/2015
15 02100762	Institute of Technology	English Teacher	1.000	04205	<a href="#">Contact Info</a>	Active	Justin Jones	Not Applicable	07/08/2015
16 02100766	Institute of Technology	English Teacher	1.000	20800	<a href="#">Contact Info</a>	Active	Timothy Flanders	Not Applicable	07/08/2015
17 02100788	Institute of Technology	Physical Education Teacher	1.000	06395	<a href="#">Contact Info</a>	Active	Ciro Fontale	Not Applicable	07/08/2015
18 02100805	Institute of Technology	Science Teacher	1.000	10039	<a href="#">Contact Info</a>	Active	Jennifer Crawford	Not Applicable	07/08/2015
19 02100840	Institute of Technology	Math Teacher	1.000	13169	<a href="#">Contact Info</a>	Active	Gregory Sweeney	Not Applicable	07/08/2015
20 02100840	Institute of Technology	Math Teacher	1.000	22819	<a href="#">Contact Info</a>	Active	Bobby Kurnath	Not Applicable	07/08/2015
21 02100812	Institute of Technology	Science Teacher	1.000	27783	<a href="#">Contact Info</a>	Active	Ann Furdelle	Not Applicable	07/08/2015
22 02100853	Institute of Technology	English Teacher	1.000	08516	<a href="#">Contact Info</a>	Active	Brandy Szwedzky	Not Applicable	07/08/2015
23 02100878	Institute of Technology	Social Studies Teacher	1.000	14816	<a href="#">Contact Info</a>	Active	Keri Lopez	Not Applicable	07/08/2015
24 02100900	Institute of Technology	Math Teacher	1.000	27905	<a href="#">Contact Info</a>	Active	Matthew Crograve	Not Applicable	07/08/2015
25 02101158	Institute of Technology	Physical Education Teacher	1.000	08542	<a href="#">Contact Info</a>	Active	Holly Hazen	Not Applicable	07/08/2015
26 02101167	Institute of Technology	Business Teacher	1.000	26732	<a href="#">Contact Info</a>	Active	James Bissi	Not Applicable	07/08/2015
27 02101187	Institute of Technology	Math Teacher	1.000	31316	<a href="#">Contact Info</a>	Active	David Fisher	Not Applicable	07/08/2015
28 02101326	Institute of Technology	Social Studies Teacher	1.000	16900	<a href="#">Contact Info</a>	Active	William Mastino	Not Applicable	07/08/2015
29 02101427	Institute of Technology	Spanish Teacher	1.000	10198	<a href="#">Contact Info</a>	Active	Sonya Ramaswamy	Not Applicable	07/08/2015
30 02101589	Institute of Technology	Social Studies Teacher	1.000	11016	<a href="#">Contact Info</a>	Active	John Crograve	Not Applicable	07/08/2015
31 02101774	Institute of Technology	Science Teacher	1.000	10488	<a href="#">Contact Info</a>	Active	Joseph Bonnyway	Not Applicable	07/08/2015
32 0212201	Institute of Technology	English Teacher	1.000	10817	<a href="#">Contact Info</a>	Active	Kathleen Little	Not Applicable	07/08/2015
33 0212201	Institute of Technology	English Teacher	1.000	13510	<a href="#">Contact Info</a>	Active	Adam Lubin	Not Applicable	07/08/2015
34 0212202	Institute of Technology	Math Teacher	1.000	13171	<a href="#">Contact Info</a>	Active	Kristy Glenn	Not Applicable	07/08/2015

Periodically during the school year, Finance will request that the each school principal reviews the employees at their school to ensure that they are at the correct location. Schools should contact the Finance department if an employee not working at the school is on the list, or if a new employee is not included on the list.

## Looking Up Staff Biographical Information

In PeopleSoft, navigate to:

**Menu Path:** Workforce Administration > Personal Information > Modify a Person



### Search for the employee by name or Employee ID

#### Personal Data

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID:	begins with	
Name:	begins with	B
Last Name:	begins with	Rubble
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

☐ Include History ☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

You can search by any of the fields here. Use the name field for the first name.

Click on search



## Looking Up Staff Biographical Information

If your search returns more than one result then choose the employee from the list

### Search Results

View All First 1-4 of 4 Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
19751	Barbara Rushlo	Barbara	Rushlo	(blank)	(blank)	J
30943	Barney Rubble	Barney	Rubble	(blank)	(blank)	J
26634	Benjamin Rudolph	Benjamin	Rudolph	(blank)	(blank)	D
30033	Brian Rushing	Brian	Rushing	(blank)	(blank)	C.

### You will then be able to view their biographical Information

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Modify a Person

Contact Information Regional

Barney Rubble Person ID: 30943

Current Addresses					Customize   Find   View All   1 of 1   Last
Address Type	As Of Date	Status	Address		
Home	09/12/2012	A	123 Rocky Rd Stonequarry, OK 12312		<a href="#">View Address Detail</a>

Phone Information				Customize   Find   View All   1 of 1   Last
Phone Type	Telephone		Extension	Preferred
Home	315/435-6000		5013	<input checked="" type="checkbox"/>

Email Addresses			Customize   Find   View All   1 of 1   Last
Email Type	Email Address		Preferred
WORK	brubble@SCSD.US		<input checked="" type="checkbox"/>

Save Return to Search Notify Refresh Update/Display Include History

Contact Information | Regional

# **FREQUENTLY USED FORMS**

## In District Travel

<http://www.syracusecityschools.com/tfiles/folder495/Request%20for%20Interschool%20Travel%20Reimbursement%20Form.pdf>

<b>CITY SCHOOL DISTRICT SYRACUSE, NEW YORK</b>				<div style="border: 1px solid black; padding: 2px; text-align: center;">Print Form</div> Enclosure 1 Policy# 8422
<b>REQUEST FOR INTERSCHOOL TRAVEL REIMBURSEMENT</b>				
Claimant			Department/School	
Address			Employee Id #	
City		Zip		

---

I. Application

I hereby apply for : (check one)

A. Reimbursement for inter-school travel, effective

☐ A regular travel schedule  
☐ An irregular travel schedule

B. ☐ A Federal income tax letter (use enclosure 4)

---

II. Reimbursement Procedure

A. *Regular Travel Schedule* - If your travel does not vary substantially from week to week, use the chart below to indicate the mileage between your assigned locations for a sample week (use the attached Mileage Index). If your assignment changes during the year, you will be required to file an extended application.

Day	From School	To School	Miles Per Travel Index	Audit Use Only
Mon				
Tues				
Wed				
Thurs				
Fri				
Total Miles per Week:				

B. *Irregular Travel Schedule* - If your travel varies from week to week, you will be reimbursed on the basis of your actual mileage. You must maintain a detailed daily log on the Statement of Auto Travel Form.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Immediate Supervisor

Please provide Budget to be charged: \_\_\_\_\_

---

**FINANCE DEPARTMENT USE ONLY**

Budget to be charged: \_\_\_\_\_


  

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

## Scholarships

<http://www.syracusecityschools.com/tfiles/folder495/Scholarship%20Set-up%20Form%20-%20Fill%20In%20Version.pdf>

<p>Syracuse City  School District</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"><h3><u>REQUEST TO ESTABLISH A SCHOLARSHIP</u></h3></div>
<a href="#">Print Form</a>	
<p>☆ <b>DONOR INFORMATION</b></p> <p>Donor Name: _____ Date: _____</p> <p>Donor Address: _____ <small>(Street) City State Zip</small></p> <p>Donor Contact Name: _____ Telephone #: _____</p> <p>Donor Contact Title: _____ Fax #: _____</p> <p>Donor Contact Signature: _____ E-mail: _____</p> <p>☆ <b>SCHOLARSHIP INFORMATION</b></p> <p>Name of the Scholarship Fund to be Created: _____</p> <p>Amount of Annual Scholarship Award(s): \$ _____ Number of Annual Awards: _____</p> <p>In Memory Of: _____ In Honor Of: _____</p> <p>Other Scholarship Information: _____</p> <p>☆ <b>FINANCIAL INFORMATION</b></p> <p>Which type of scholarship will this be? <input type="checkbox"/> Annual <input type="checkbox"/> One Time <input type="checkbox"/> Endowment</p> <p>If the scholarship will be annual, please specify the funding mechanism:</p> <p><input type="checkbox"/> Annual Contribution of \$ _____ per year</p> <p><i>Annual scholarships can be established with an initial commitment the year that the scholarship is established. An annual scholarship is not a permanent fund and is awarded only as long as the donor or other benefactors choose to contribute to the fund.</i></p> <p><input type="checkbox"/> One Time Contribution of \$ _____</p> <p><i>A One Time contribution will be awarded per the instructions of the donor until all funds have been expended.</i></p> <p><input type="checkbox"/> Endowment with gift of \$ _____</p> <p><i>Endowed scholarships are designed to be permanent and perpetual. The principal of the fund is invested to produce income, and an annual award is made to a student. The principal is not expended so the endowment can last into perpetuity.</i></p>	

## ★ SCHOLARSHIP SELECTION REQUIREMENTS

Please indicate preferences in the composition of the scholarship selection committee:

☐ Principal   ☐ Assistant Principal   ☐ Guidance Counselor   ☐ Teacher in Field of Study  
☐ Director/Administrator   ☐ Coach   ☐ Other: \_\_\_\_\_

Additional selection criteria: \_\_\_\_\_

## ★ SCHOLARSHIP ELIGIBILITY CRITERIA

Must the student be attending a particular high school? ☐ Yes   ☐ No

If yes, please specify school: \_\_\_\_\_

Is there a grade point average eligibility requirement? ☐ Yes   ☐ No

If yes, please specify range: \_\_\_\_\_

Is there a financial need eligibility requirement? ☐ Yes   ☐ No

If yes, please specify criteria: \_\_\_\_\_

Is there a specific major/field of study required or preferred? ☐ Yes   ☐ No

If yes, please specify criteria: \_\_\_\_\_

Additional scholarship eligibility criteria and donor restrictions (attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

If you wish to change your requirements or modify the scholarship amount, please contact the Chief Financial Officer of the Syracuse City School District. All checks and future payments should be sent to the Chief Financial Officer at the following address:

Chief Financial Officer  
Syracuse City School District  
1025 Erie Blvd. West  
Syracuse, NY 13204-2749

Checks or other gifts should be made payable to the Syracuse City School District. Please specify the scholarship fund name on the payment.  
\_\_\_\_\_

### For Office Use Only

Date Received: \_\_\_\_\_

Scholarship Program Code: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

# Travel Expense Reimbursement

<http://www.syracusecityschools.com/tfiles/folder495/Travel%20Expense%20Statement%20Form.pdf>



SYRACUSE CITY SCHOOL DISTRICT

EVENT: \_\_\_\_\_

TRAVEL

EXPENSE STATEMENT

PLACE: \_\_\_\_\_

DATES: \_\_\_\_\_

NAME: \_\_\_\_\_

BUILDING LOCATION: \_\_\_\_\_

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL FOR WEEK
DATE: _____								
<b>I. TRANSPORTATION</b>								
A. AUTO, _____ MILES AT _____ (RATE)								
B. PLANE _____ BUS _____,* TRAIN _____ RIDING w/ ,* OTHER _____ DIST CAR _____*								
C. THRUWAY TOLLS*								
D. OTHER TOLLS AND PARKING FEES*								
E. TRANSPORTATION CHARGES TO & FROM AIRPORT*								
<b>II. LODGING &amp; MEALS</b>								
A. AMERICAN PLAN (room and meals combined)*								
B. EUROPEAN PLAN (hotel expenses)*								
C. MEALS (details required for claim) maximum								
Breakfast - \$9.00 (\$12.00 in high cost area) B								
Lunch - \$13.00 (\$17.00 in high cost area) L								
Dinner - \$24.00 (\$30.00 in high cost area) D								
<b>III. OTHER EXPENSES</b>								
A. REGISTRATION FEE ETC.*								
B. OTHER (explain)*								
<b>TOTAL EXPENSES</b>								

**REMARKS: \* Receipts Required**

CLAIMANT'S CERTIFICATION: Sign this request for reimbursement after trip is completed and submit to the Accounts Payable Dept. with receipts, approved Request for Excused Absence, and proof of attendance such as an itinerary or certificate of completion.

I hereby certify that the above claim for reimbursement in the amount of \$\_\_\_\_\_ is true and correct and that the services charged were actually performed, delivered, or made within the dates stated; that the items are correct; that the sums charged are reasonable and just; that no part has been paid or reimbursed from other sources; that taxes from which the School District is exempt are not included, and that the amount claimed is actually due.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

## Donations

<http://www.syracusecityschools.com/tfiles/folder495/Donation%20Request%20Form.DOC>



### REQUEST TO MAKE DONATION FORM

☆ **Donor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Donor Address:** \_\_\_\_\_  
(Street) City State Zip

**Donor Contact Name:** \_\_\_\_\_ **Telephone #** \_\_\_\_\_  
**Contact Person's Title:** \_\_\_\_\_

☆ **Donor Contact Signature:** \_\_\_\_\_

**Donation Description:** \_\_\_\_\_

☆ **Value: \$** \_\_\_\_\_

**For cash donations only:**

Were these funds earned through a fundraiser? ☐ Yes ☐ No

Are these funds designated for use by a specific school building? ☐ Yes ☐ No

*If yes, name of school or school department:*

*Example: Levy M. S. Music Department*

Is the donor stipulating any spending restrictions?

☐ Yes ☐ No

*If yes, please describe below:*

*Examples: Funds to be used to purchase computer software, or, funds to be used to purchase football uniforms.*

**Please attach other documents to this form**

☆ **For donations of specific goods or services:**

Is the item being donated new or used? ☐ New ☐ Used

Approximate age of the item: \_\_\_\_\_

Is the item being donated to a specific school or program? ☐ Yes ☐ No

*If yes, specify:* \_\_\_\_\_

☆ **FOR ECA ACCOUNTS?** *If yes, specify Chase account number:* \_\_\_\_\_

*May the Superintendent use his/her discretion as to where the item is housed to bring the most benefit to the most children?*

☐ Yes ☐ No

**Please attach other documents to this form**

☆ **Form completed by:** \_\_\_\_\_  
District Employee Name Location Date

<http://www.syracusecityschools.com/tfiles/folder497/BudgetTransferForm.xlsx>

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