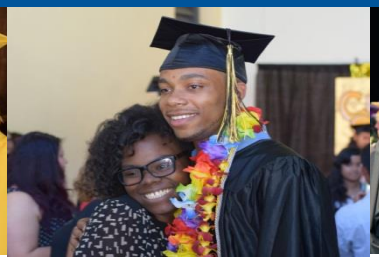
Measure N Audit

HS Network Superintendent Report



Presented by Lucia Moritz

Presented to Measure N Commission

December 17, 2019

Overview of Escape Measure N Documentation

Finance - Requisitions - Vendor Requisitions

Tools

Search | List

Open | New | Copy | Export | Tasks | Grid

Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id	Vendor
VR19-00194	PO19-00284	PO with Rece	8/2/2018	456.90	0.00	Rosalinda Usison	3040	Books-Other than textbooks for		Complete	No	000392	AMAZON.COM
VR19-00251	PO19-00159	PO w/o Recei	8/3/2018	41.73	0.00	Michell McKnight	3100	Reimbursements Mileage for Co		Complete	No	E71392	TANYA HARRIS
VR19-00337	PO19-00176	PO with Rece	8/6/2018	444.60	0.00	Evelyn Delgado	3090	Chef's pants for students		Complete	No	004370	TRIMARK ECOI
VR19-00551	PO19-00322	PO w/o Recei	8/9/2018	985.00	0.00	Michell McKnight	3100	PD Retreat facility rental SPSA		Complete	No	E72956	DARRELL W. R
VR19-00615	PO19-00350	PO with Rece	8/10/2018	586.57	0.00	Matin Abdel-Qawi	3040	Dual Enrollment Comp Supp Me		Complete	No	000998	CDW-G
VR19-00617	PO19-00352	PO with Rece	8/10/2018	994.29	0.00	Rosalinda Usison	3040	Dual Enrollment Comp Supp Me		Complete	No	000392	AMAZON.COM
VR19-00698	PO19-01829	PO w/o Recei	8/13/2018	2,200.00	0.00	Aryn Bowman	3350	Leading for Equity (LFE) Fellow		Complete	No	003010	NATIONAL EQL
VR19-00736	PO19-00489	PO with Rece	8/13/2018	4,797.66	0.00	Alicia Garibaldi	3350	Books other than textbooks		Complete	No	000595	BARNES AND N
VR19-00911	PO19-00608	PO with Rece	8/15/2018	3,038.53	0.00	Evelyn Delgado	3090	books for the culinary class		Complete	No	003016	NATIONAL RES
VR19-00959	PO19-00609	PO with Rece	8/16/2018	600.00	0.00	Evelyn Delgado	3090	Online ServSafe Certifi for culin		Complete	No	003016	NATIONAL RES
VR19-00984	PO19-00745	PO with Rece	8/17/2018	1,462.92	0.00	Rosalinda Usison	3040	Inst supplies forn DE Criminal J		Complete	No	004554	WARDS SCIENC
VR19-01039	PO19-01277	PO w/o Recei	8/17/2018	0.00	0.00	Rosalinda Usison	3040	Bus Trans. RISE FT to Montere		Cancelled	No	001038	CHARTER BRC
VR19-01243	PO19-02359	PO w/o Recei	8/21/2018	27,500.00	0.00	Nancy Tam/Taylor	2150	EBC College Advising Services		Complete	No	001478	EAST BAY CON
VR19-01261	PO19-01089	PO w/o Recei	8/22/2018	2,762.50	0.00	Rosalinda Usison	3040	Bus transportation for RISE Pat		Complete	No	001038	CHARTER BRC
VR19-01269	PO19-01088	PO w/o Recei	8/22/2018	545.00	0.00	Rosalinda Usison	3040	Registration fee for UC-BAWP		Complete	No	004415	UC REGENTS -
VR19-01314	PO19-01024	PO w/o Recei	8/22/2018	2,300.00	0.00	Nancy Tam	2150	Back Pay 17-18 Charter Pros B		Complete	No	001038	CHARTER BRC
VR19-01316	PO19-01025	PO w/o Recei	8/22/2018	2,500.00	0.00	Nancy Tam	2150	Back Pay 17-18 Charter Pros B		Complete	No	001038	CHARTER BRC

Required OUSD Documentation

Documents Required for Submission - OUSD District Schools

Please submit to Nancy Gomez for pre-approval. Please keep a copy at your site for your records for auditing purposes:

Permissible Expenses	Document Required	Notes / Instructions

School Site Visits
(that require travel)
	• Travel Request Pre-Approval Form
	  • Agenda / Itinerary
	  • Transportation Confirmation & Invoice
	  • Hotel Confirmation & Invoice
	  • Other Anticipated Expenses (Meals/Taxi/Bridge Tolls): Original Itemized Receipts Required*1
	• Justification Form
	• Travel Expense Report*2
		1*Credit card transaction receipts are not allowed in place of an itemized receipt. Bank statements can be included to support the purchase, but cannot replace the receipt.
		2* Only required when an employee is submitting receipts for reimbursement.
		2*All employee reimbursement requests must be submitted no later than 60 days after the original receipt date and within the current fiscal year.
		After 60 days = automatic rejection from A.P.

Conferences
(that require travel)
	• Travel Request Pre-Approval Form
	  • Conference Registration Form & Itinerary
	  • Transportation Confirmation & Invoice
	  • Hotel Confirmation & Invoice
	  • Other Anticipated Expenses (Meals/Taxi/Bridge Tolls): Original Itemized Receipts Required*1
	• Justification Form
	• Travel Conference Request Payment Form*2
	• Travel Expense Report*3
		1*Credit card transaction receipts are not allowed in place of an itemized receipt. Bank statements can be included to support the purchase, but cannot replace the receipt.
		2*Required in order for AP to pay the Vendor's invoice.
		3* Only required when an employee is submitting receipts for reimbursement.
		3*All employee reimbursement requests must be submitted no later than 60 days after the original receipt date and within the current fiscal year.
		After 60 days = automatic rejection from A.P.

Staff Retreats
(off-site that require travel/lodging)
	• Travel Request Pre-Approval Form
	  • Venue Registration Form
	  • Agenda & Sign-in Sheet
	  • Transportation - Mileage: attach a MapQuest print-out to confirm the total number of miles
	  • Hotel Lodging Confirmation & Invoice
	  • Other Anticipated Expenses (Meals/Taxi/Bridge Toll): Original Itemized Receipts Required*1
	• Justification Form
	• Travel Conference Request Payment Form*2
	• Travel Expense Report*3
		1*Credit card transaction receipts are not allowed in place of an itemized receipt. Bank statements can be included to support the purchase, but cannot replace the receipt.
		2*Required in order for AP to pay the Vendor's invoice.
		3* Only required when an employee is submitting receipts for reimbursement.
		3*All employee reimbursement requests must be submitted no later than 60 days after the original receipt date and within the current fiscal year.
		After 60 days = automatic rejection from A.P.

Meetings:
Professional Development or school events on Site
	• Pre-Approval Form for Special Event & Activities
	  • Facility Rental Agreement
	  • Venue or Vendor Invoice*1
	  • Original Itemized Receipts Required*2
	• Justification Form
	• Agenda & Sign-in Sheet
		1*No hand-written order forms or receipts Must be in an invoice template.
		2*Credit card transaction receipts are not allowed in place of an itemized receipt. Bank statements can be included to support the purchase, but cannot replace the receipt.

Extra Pay for Certificated Employees	• Extended Contract*1 • Paid Inservice Program & Projects and Curriculum Development Activities Form*2 • Stipend Request Form*3	1-3*Thoroughly filled out - please answer all fields and confirm the hourly rate with your administrator. *Provide details depending on the form used; Services to be provided, Accomplishment Standards, Justification and/or Purpose of Program or Stipend.
Field Trips (using Measure N funds only)	• Field trip packet • Justification form	*Thoroughly filled out - especially the budget information.
Supplies and Materials	• Lesson plan	

Example #1 from the draft report: Castlemont 301, Consultant Contract with Jeadi Vilchis, PO19-08579, $25,710.00

ReqPay99b — **Requisition Snapshot with Notes and History**

VENDOR - PO without Receiving — **Fiscal Year 2018/19**

Requisition Number **VR19-06683** — Requisition Date **01/10/2019**

Summary

Created by	IFUENTES30, 1/10/2019	PO #	PO19-08579	Goods & Services	
Department	CONSCONT	Responsibility		Academic Dept	
Status	Complete				
On Hold	No	Attachments	Yes		
				Non Taxable	.00
Requisitioner	Irma Fuentes	Board Date		Taxable	25,710.00
Order Site	3010 - CASTLEMONT HIGH SCHOOL			Tax (.0000)	.00
Delivery Site	3010 - CASTLEMONT HIGH SCHOOL			Shipping (0.00)	.00
Delivery Date		Room		Adjustment	.00
Project Info	FabLab Instruction Support			Requisition Total	**25,710.00**

Requisition Vendor Information

004513/2 [redacted]

Purchasing

PO Date	03/25/2019	PO Printed Date	03/25/2019	Buyer	-
Quote		Quote Date			

Line Items — Change Level 0

	Description	Stores Item #	Unit	Order Qty	Rcvd Qty	Unit Price	Extended
1	Consultan Contract with Mr. Vilchis as support for FabLab instruction for day program to train and support teachers to go to fablab for design build projects and to push into classrooms to make relational and project connections with school day classes, especially CTE class		EACH	1		25,710.0000	25,710.00

Accounts

	Amount	Encumbered	Expensed	Outstanding
010- 9333- 0- 3800- 1000- 5825- 301- 3010- 1690- 0101- 99999 (2019) Measure N,Instruction,Consultant,Castlemont,Castlemon	25,710.00		25,710.00	

Notes

01/10/2019	IFUENTES30	Hire Fablab Teacher Support for day program to train and support teachers to go to fablab for design build projects and to push into classrooms to make relational and project connections with school day classes, especially CTE class. This will help make industry connections, build tangible skills, create connections to the fablab and build the classroom as a design and maker space.

History

06/26/2019	JHENRY	Status set to Complete
06/26/2019	JHENRY	Check 51229614 was printed, paying Invoice 1078.
06/25/2019	VBROOKS30	Status changed from Ready for Payment to Check Pending
06/25/2019	VBROOKS30	Check processed for Invoice 1078 on register RG000087.
05/02/2019	JHENRY	Status set to Ready for Payment
05/02/2019	JHENRY	Check 51210660 was printed, paying Invoice 1073.
05/01/2019	VBROOKS30	Status changed from Ready for Payment to Check Pending
05/01/2019	VBROOKS30	Check processed for Invoice 1073 on register RG000076.
03/25/2019	MMOORE30	Original PO printed
03/25/2019	MMOORE30	Status set to Ready for Payment
03/25/2019	MMOORE30	Status set to Approved
01/10/2019	IFUENTES30	Status set to Submitted

Approvals

Level	Sub Level	Status	Approver	Approved By	Approved	Comment

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030 - Oakland Unified School District — Generated for Nancy Gomez (NGOMEZ30), Dec 12 2019 10:51AM

ReqPay99b — **Requisition Snapshot with Notes and History**

VENDOR - — **Fiscal Year 2018/19**

Requisition Number **VR19-06683** — Requisition Date **01/10/2019**

Approvals

Level	Sub Level	Status	Approver	Approved By	Approved	Comment
50	0	Approved	MMOORE30	MMOORE30	03/25/19	
45	0	Approved	OROXAS30	GMURPHYGARRETT30	01/18/19	
40	0	Approved	PTHOMAS30	PTHOMAS30	01/17/19	
40	0	Approved	PTHOMAS30	PTHOMAS30	01/17/19	
40	0	Approved	VSIFUENTES30	VSIFUENTES30	01/16/19	
35	0	Approved	WCHAVARIN30	WCHAVARIN30	01/15/19	
25	0	Approved	NGOMEZ30	NGOMEZ30	01/11/19	
20	0	Approved	CPHONGKHAMSAVATH30	CPHONGKHAMSAVATH30	01/10/19	

#2: Screenshot of the Requisition tab

Finance - Requisitions - Vendor Requisitions

Tools

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06683, PO# PO19-08579, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:2 | Quotes | Approvals:8 | Assets | Attachments:1 | Notes:1 | History:12

Requisition/Vendor Information

1 - Requisition Information	
Dept Id	CONSCONT {Consultant Contracts}
Academic Department	
Requisitioner	Irma Fuentes
Request Date	1/10/2019
Order Location	3010 {CASTLEMONT HIGH SCHOOL}
Delivery Location	3010 {CASTLEMONT HIGH SCHOOL}
Room	
Comment	FabLab Instruction Support
Responsibility	
Category	
Goods and Services Category	
2 - Vendor Information	
Order Type	PO w/o Receiving
Online Order	No
Online Order Contact	
Vendor Category	
Vendor Id	004513 {VILCHIS, JEADI}
Vendor Address Id	2
Vendor Name	VILCHIS, JEADI
Street Address	[redacted]
City State Zip	
Phone / Fax	
Allows Emailing POs	No
Quote Number	
Credit Card Id	
3 - PO Information	
PO Date	3/25/2019
Delivery Date	

Order Information

4 - Order Cost Information	
Non Taxable Amount	0.00
Taxable Amount	25,710.00
Sub Total	25,710.00
Tax Rate	0.000
Sales Tax	0.00
Shipping Pct	0.00
Shipping Amount	0.00
Tax on Shipping	No
Total Cost	25,710.00
5 - Summary/Status Information	
On Hold	No
Status Comment	
Line Item Cnt	1
Line Items Fully Rcvd	0
Total Qty Ordered	1
Total Qty Rcvd	0
Amount Received	0.00
Date Completed	6/26/2019
Fixed Asset Count	0
6 - Accounting Information	
Account Distribution Option	1 {Account Percentage}
Acct Distributed Amt	25,710.00
Acct Undistributed Amt	0.00
Amount Encumbered	0.00
Amount Expensed	25,710.00
Amount Liability	0.00
7 - Add/Update Information	

#3: Screenshot of the Items tab

Finance - Requisitions - Vendor Requisitions

Tools

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06683, PO# PO19-08579, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:2 | Quotes | Approvals:8 | Assets | Attachments:1 | Notes:1 | History:12

Open | Export | Prev | Next | Close | Cancel

1 - Item Order Information

Line Item #	1
Order Quantity	1
Order Unit	EACH
Description	Consultan Contract with Mr. Vilchis as support for FabLab instruction for day program to train an
Unit Price	25,710.0000
Extended Cost	25,710.00
Taxable	Yes
Stores Item #	
Vendor Catalog #	
Message Before	
Message After	

2 - Account Information

Account 1	
Account 1 Amt	0.00
Account 1 Pct	0.00
Account 2	
Account 2 Amt	0.00
Account 2 Pct	0.00
Account 3	
Account 3 Amt	0.00
Account 3 Pct	0.00
Account 4	
Account 4 Amt	0.00
Account 4 Pct	0.00
Account 5	
Account 5 Amt	0.00
Account 5 Pct	0.00

3 - Status Information

Cancelled	No
Changed	No
Change Version	0
Rcvd	0
Date Received	

4 - Asset Information

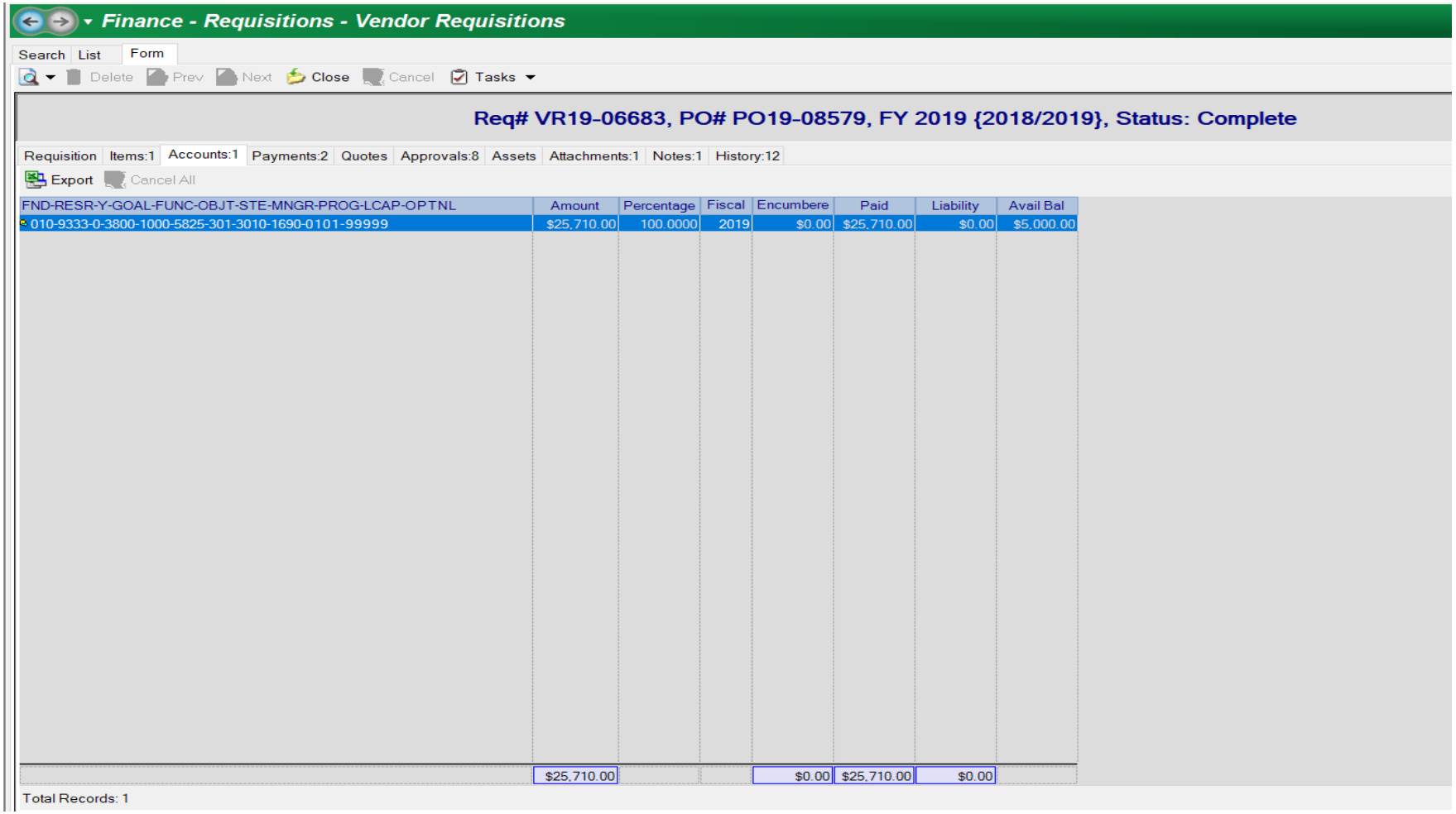
Create Asset	No
Asset Created	No
Asset Group	
Asset Category	

5 - Add/Update Information

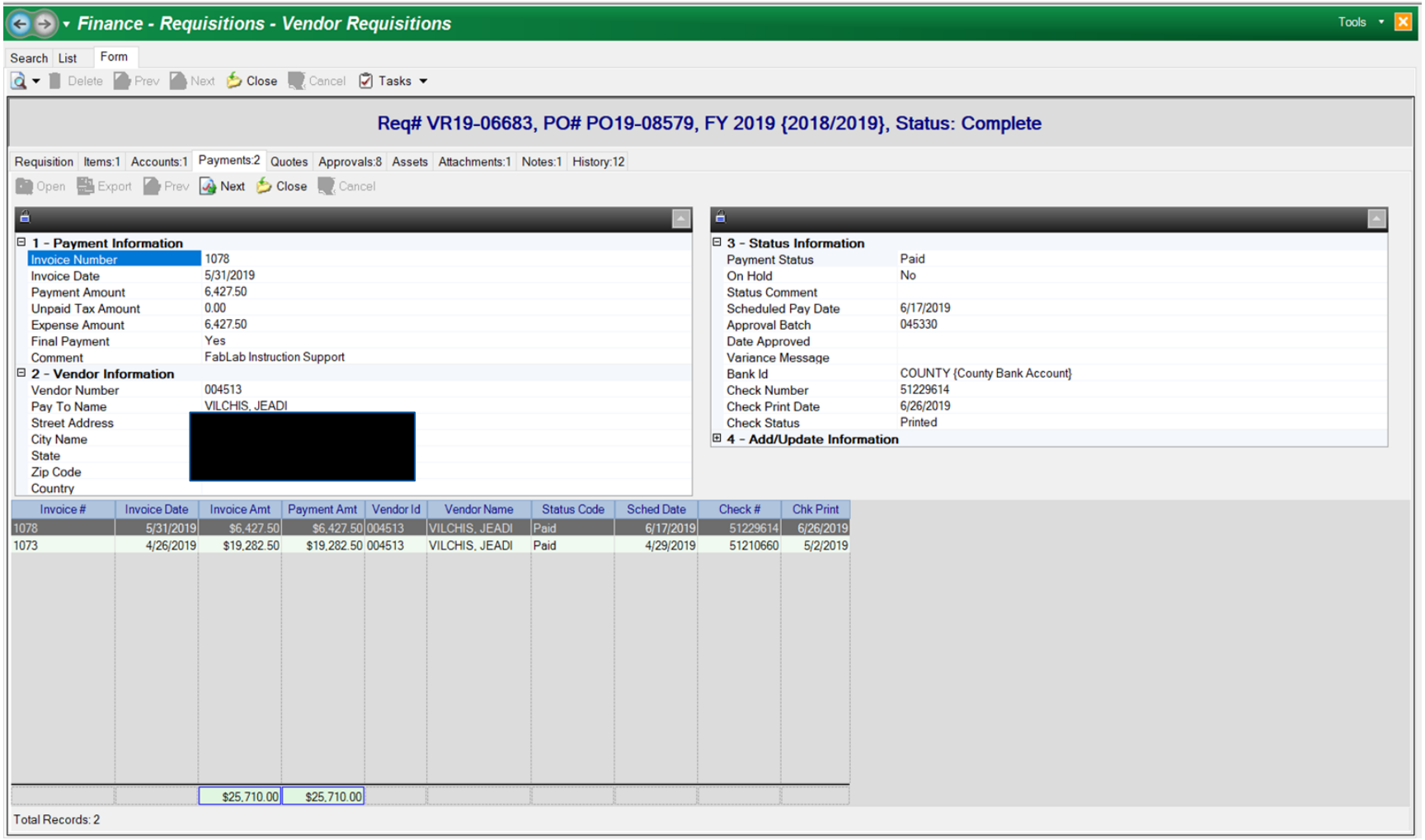
Line	Qty	Unit	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	Catalog #	Stores #
1	1	EACH	Consultan Contract with Mr. Vilchis as	$25,710.0000	$25,710.00	No	0		1		
	1			$25,710.0000	$25,710.00		0		1		

Total Records: 1

#4: Screenshot of the Accounts tab



#5: Screenshot of the Payments tab



Finance - Requisitions - Vendor Requisitions

Tools

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06683, PO# PO19-08579, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:2 | Quotes | Approvals:8 | Assets | Attachments:1 | Notes:1 | History:12

Open | Export | Prev | Next | Close | Cancel

1 - Payment Information

Invoice Number	1078
Invoice Date	5/31/2019
Payment Amount	6,427.50
Unpaid Tax Amount	0.00
Expense Amount	6,427.50
Final Payment	Yes
Comment	FabLab Instruction Support

2 - Vendor Information

Vendor Number	004513
Pay To Name	VILCHIS, JEADI
Street Address	[redacted]
City Name	
State	
Zip Code	
Country	

3 - Status Information

Payment Status	Paid
On Hold	No
Status Comment	
Scheduled Pay Date	6/17/2019
Approval Batch	045330
Date Approved	
Variance Message	
Bank Id	COUNTY {County Bank Account}
Check Number	51229614
Check Print Date	6/26/2019
Check Status	Printed

4 - Add/Update Information

Invoice #	Invoice Date	Invoice Amt	Payment Amt	Vendor Id	Vendor Name	Status Code	Sched Date	Check #	Chk Print
1078	5/31/2019	$6,427.50	$6,427.50	004513	VILCHIS, JEADI	Paid	6/17/2019	51229614	6/26/2019
1073	4/26/2019	$19,282.50	$19,282.50	004513	VILCHIS, JEADI	Paid	4/29/2019	51210660	5/2/2019
		$25,710.00	$25,710.00						

Total Records: 2

#6: Screenshot of the Approvals tab

Finance - Requisitions - Vendor Requisitions

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06683, PO# PO19-08579, FY 2019 {2018/2019}, Status: Complete

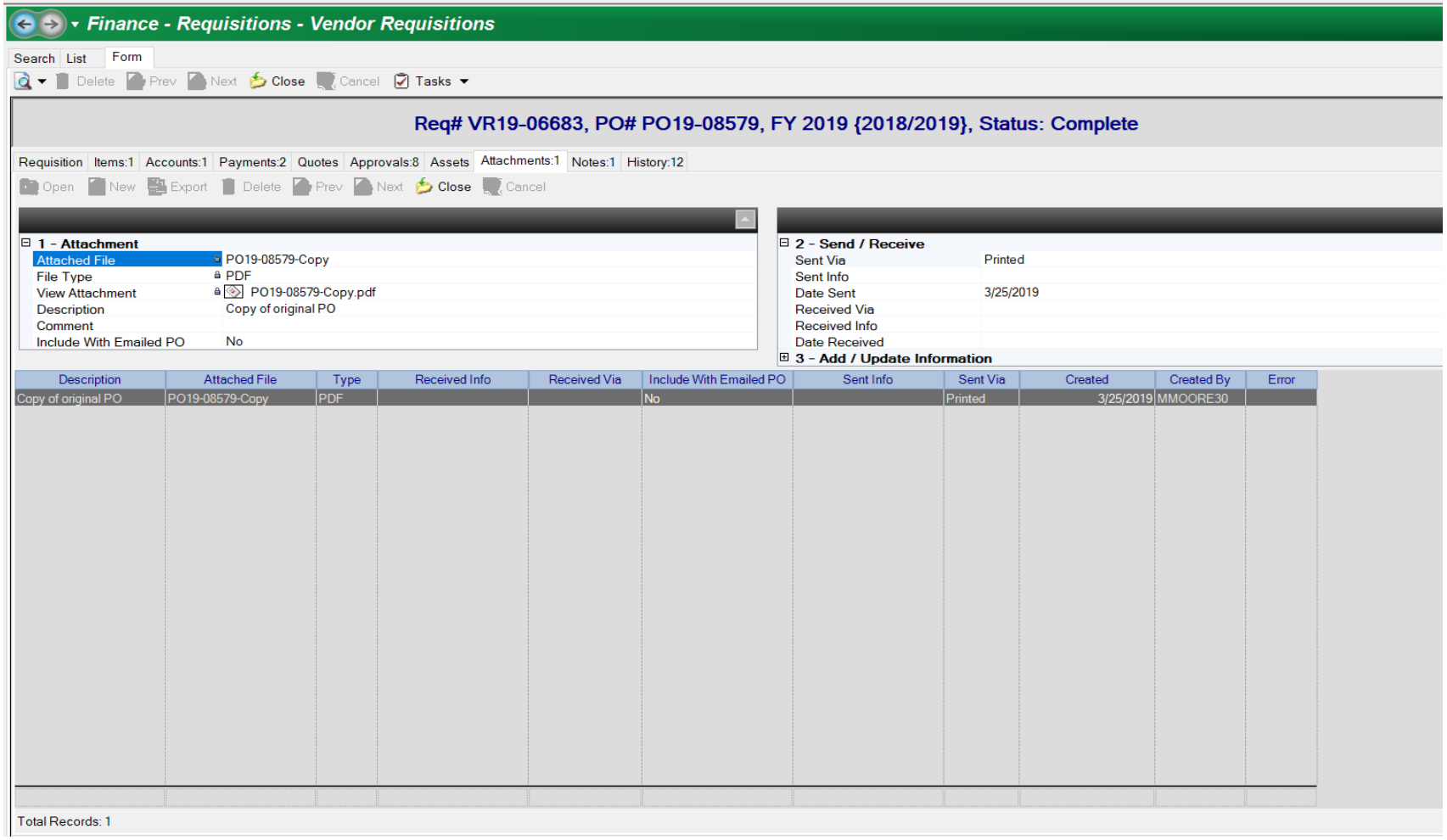
Requisition | Items:1 | Accounts:1 | Payments:2 | Quotes | Approvals:8 | Assets | Attachments:1 | Notes:1 | History:12

Open | Export

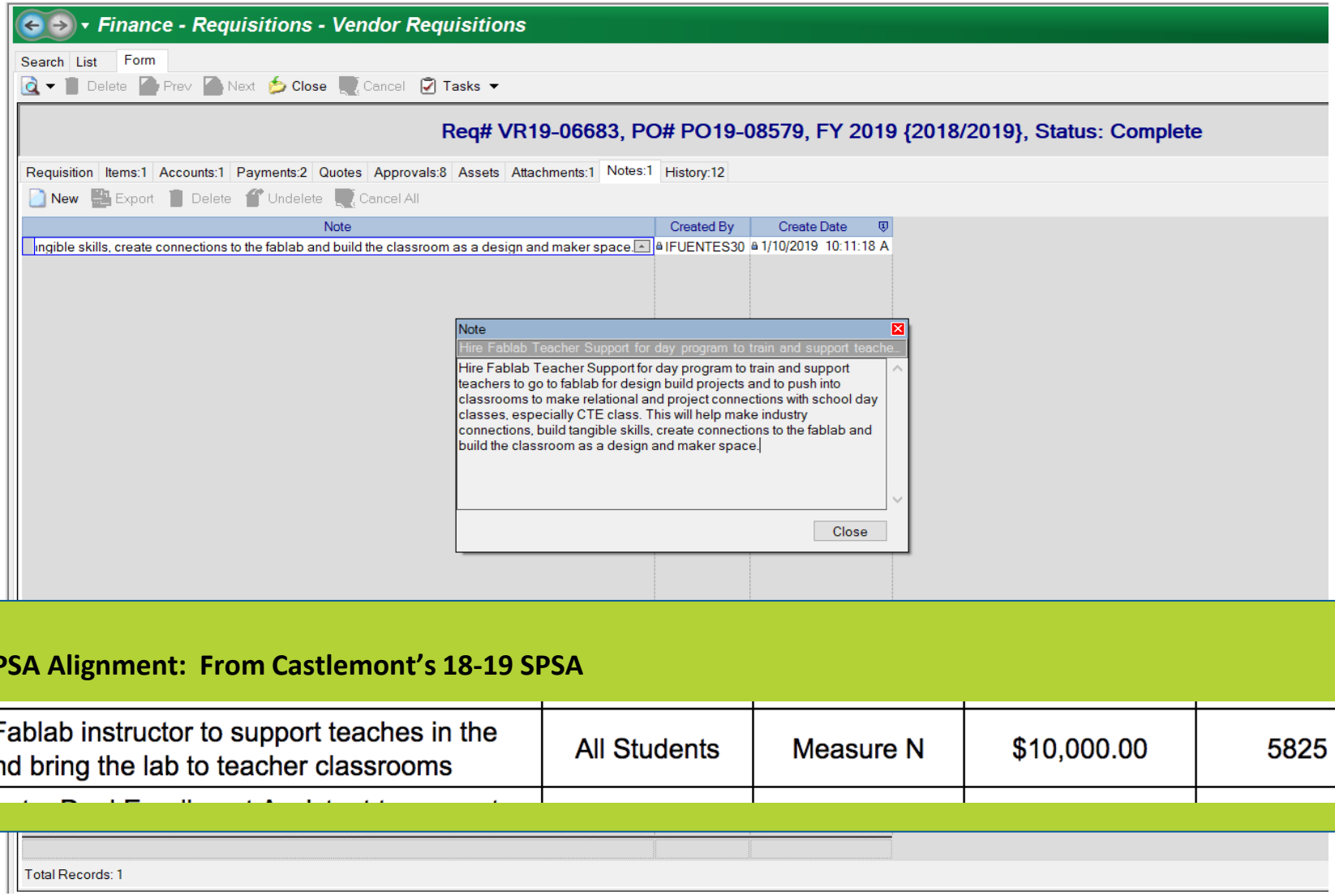
Level	Workflow Role	Status	Approver	Approved By	Date Apprvd	Comment
20	FINANCE	Approved	CPHONGKHAMS	CPHONGKHAMS	1/10/2019 2:47:12	
25	PROGRAM	Approved	NGOMEZ30	NGOMEZ30	1/11/2019 4:48:17	
35	ADMIN	Approved	WCHAVARIN30	WCHAVARIN30	1/15/2019 2:54:03	
40	NETWORKSU	Approved	VSIFUENTES30	VSIFUENTES30	1/16/2019 11:17:4	
40	NETWORKSU	Approved	PTHOMAS30	PTHOMAS30	1/17/2019 9:26:45	
40	NETWORKSU	Approved	PTHOMAS30	PTHOMAS30	1/17/2019 9:26:45	
45	CFO	Approved	OROXAS30	GMURPHYGARR	1/18/2019 7:24:14	
50	PROCUREME	Approved	MMOORE30	MMOORE30	3/25/2019 7:35:46	

Total Records: 8

#7: Screenshot of the Attachments tab



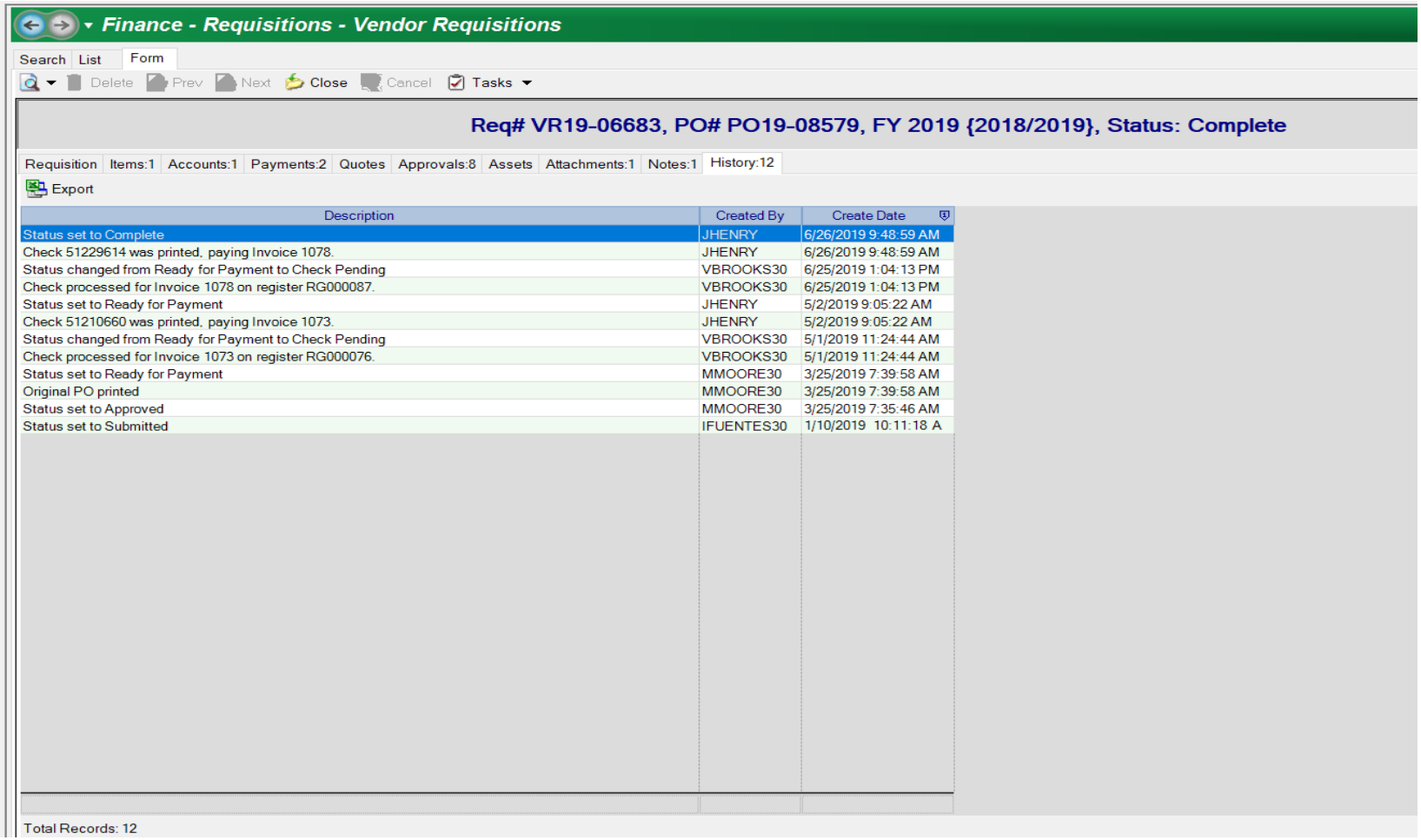
#8: Screenshot of the Notes tab



SPSA Alignment: From Castlemont's 18-19 SPSA

Hire Fablab instructor to support teaches in the lab and bring the lab to teacher classrooms	All Students	Measure N	$10,000.00	5825

#9: Screenshot of the History tab



Description	Created By	Create Date
Status set to Complete	JHENRY	6/26/2019 9:48:59 AM
Check 51229614 was printed, paying Invoice 1078.	JHENRY	6/26/2019 9:48:59 AM
Status changed from Ready for Payment to Check Pending	VBROOKS30	6/25/2019 1:04:13 PM
Check processed for Invoice 1078 on register RG000087.	VBROOKS30	6/25/2019 1:04:13 PM
Status set to Ready for Payment	JHENRY	5/2/2019 9:05:22 AM
Check 51210660 was printed, paying Invoice 1073.	JHENRY	5/2/2019 9:05:22 AM
Status changed from Ready for Payment to Check Pending	VBROOKS30	5/1/2019 11:24:44 AM
Check processed for Invoice 1073 on register RG000076.	VBROOKS30	5/1/2019 11:24:44 AM
Status set to Ready for Payment	MMOORE30	3/25/2019 7:39:58 AM
Original PO printed	MMOORE30	3/25/2019 7:39:58 AM
Status set to Approved	MMOORE30	3/25/2019 7:35:46 AM
Status set to Submitted	IFUENTES30	1/10/2019 10:11:18 A

Example #2 from the draft report: Dewey 310, Purchase Requisition with John Marshall, PO19-05739, $600.00

ReqPay99b — **Requisition Snapshot with Notes and History**

VENDOR - PO without Receiving — **Fiscal Year 2018/19**

Requisition Number **VR19-06433** — Requisition Date **01/07/2019**

Summary

Created by	MMCKNIGHT30, 1/7/2019	PO #	PO19-05739	Goods & Services	
Department	SVCEQMNT	Responsibility		Academic Dept	
Status	Complete				
On Hold	No	Attachments	Yes		
				Non Taxable	.00
Requisitioner	Michell McKnight	Board Date		Taxable	600.00
Order Site	3100 - DEWEY HIGH SCHOOL			Tax (.0000)	.00
Delivery Site	3100 - DEWEY HIGH SCHOOL			Shipping (0.00)	.00
Delivery Date		Room		Adjustment	.00
Project					
Info	CPR Training 12/13/18			Requisition Total	**600.00**

Requisition Vendor Information

005455/1 [redacted]

Purchasing

PO Date	01/11/2019	PO Printed Date	01/11/2019	Buyer	-
Quote		Quote Date			

Line Items — Change Level 0

	Description	Stores Item #	Unit	Order Qty	Rcvd Qty	Unit Price	Extended
1	CPR Training		EACH	1	1	600.0000	600.00

Accounts

	Amount	Encumbered	Expensed	Outstanding
010- 9333- 0- 3800- 1000- 5300- 310- 3100- 1690- 0101- 99999	600.00		600.00	
(2019) Measure N,Instruction,Dues&membership,Dewey,Dewey Pri				

Notes

01/07/2019	MMCKNIGHT30	Emergency Medical Technicians; CPR and First Aid Skills Workshop; splinting, blood pressure, and immobilization workshop.

History

05/24/2019	LGIANG30	Requisition was Manually Completed
05/24/2019	LGIANG30	Status set to Complete
01/18/2019	JHU	Status set to Ready for Payment
01/18/2019	JHU	Check 51135627 was printed, paying Invoice CONTR121318.
01/17/2019	VBROOKS30	Check processed for Invoice CONTR121318 on register RG000053.
01/17/2019	VBROOKS30	Status changed from Ready for Payment to Check Pending
01/11/2019	MMCKNIGHT30	Line Item #1 received 01/11/2019, Quantity: 1.
01/11/2019	MMCKNIGHT30	Line Item #1 received, Quantity: 1
01/11/2019	MMOORE30	Status set to Ready for Payment
01/11/2019	MMOORE30	Original PO printed
01/11/2019	MMOORE30	Original PO emailed
01/11/2019	MMOORE30	Status set to Approved
01/07/2019	MMCKNIGHT30	Status set to Submitted

Approvals

Level	Sub Level	Status	Approver	Approved By	Approved	Comment
50	0	Approved	MMOORE30	MMOORE30	01/11/19	
40	0	Approved	PTHOMAS30	PTHOMAS30	01/11/19	
40	0	Approved	LMORITZ30	LMORITZ30	01/10/19	
35	0	Approved	DROSS30	DROSS30	01/10/19	
25	0	Approved	NGOMEZ30	NGOMEZ30	01/09/19	
20	0	Approved	TTURNER30	TTURNER30	01/09/19	

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Page 1 of 1

030 - Oakland Unified School District — Generated for Nancy Gomez (NGOMEZ30), Dec 12 2019 1:34PM

#2: Screenshot of the Requisition tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

Requisition/Vendor Information

1 - Requisition Information	
Dept Id	SVCEQMNT {Services - Licenses Equip Maintenance}
Academic Department	
Requisitioner	Michell McKnight
Request Date	1/7/2019
Order Location	3100 {DEWEY HIGH SCHOOL}
Delivery Location	3100 {DEWEY HIGH SCHOOL}
Room	
Comment	CPR Training 12/13/18
Responsibility	
Category	
Goods and Services Category	
2 - Vendor Information	
Order Type	PO w/o Receiving
Online Order	No
Online Order Contact	
Vendor Category	
Vendor Id	005455 {MARSHALL, JOHN}
Vendor Address Id	1
Vendor Name	JOHN MARSHALL
Street Address	[redacted]
City State Zip	
Phone / Fax	
Allows Emailing POs	
Quote Number	
Credit Card Id	
3 - PO Information	
PO Date	1/11/2019
Delivery Date	

Order Information

4 - Order Cost Information	
Non Taxable Amount	0.00
Taxable Amount	600.00
Sub Total	600.00
Tax Rate	0.000
Sales Tax	0.00
Shipping Pct	0.00
Shipping Amount	0.00
Tax on Shipping	No
Total Cost	600.00
5 - Summary/Status Information	
On Hold	No
Status Comment	
Line Item Cnt	1
Line Items Fully Rcvd	1
Total Qty Ordered	1
Total Qty Rcvd	1
Amount Received	600.00
Date Completed	5/24/2019
Fixed Asset Count	0
6 - Accounting Information	
Account Distribution Option	1 {Account Percentage}
Acct Distributed Amt	600.00
Acct Undistributed Amt	0.00
Amount Encumbered	0.00
Amount Expensed	600.00
Amount Liability	0.00
7 - Add/Update Information	

#3: Screenshot of the Items tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

Open | Export | Prev | Next | Close | Cancel

1 - Item Order Information

Line Item #	1
Order Quantity	1
Order Unit	EACH
Description	CPR Training
Unit Price	600.0000
Extended Cost	600.00
Taxable	Yes
Stores Item #	
Vendor Catalog #	
Message Before	
Message After	

2 - Account Information

3 - Status Information

Cancelled	No
Changed	No
Change Version	0
Rcvd	1
Date Received	1/11/2019

4 - Asset Information

Create Asset	No
Asset Created	No
Asset Group	
Asset Category	

5 - Add/Update Information

Line	Qty	Unit	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	Catalog #	Stores #
1	1	EACH	CPR Training	$600.0000	$600.00	No	1	1/11/2019	0		
	1			$600.0000	$600.00		1		0		

Total Records: 1

#4: Screenshot of the Accounts tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

Export | Cancel All

FND-RESR-Y-GOAL-FUNC-OBJT-STE-MNGR-PROG-LCAP-OPTNL	Amount	Percentage	Fiscal	Encumbere	Paid	Liability	Avail Bal
010-9333-0-3800-1000-5300-310-3100-1690-0101-99999	$600.00	100.0000	2019	$0.00	$600.00	$0.00	$3,000.00
	$600.00			$0.00	$600.00	$0.00	

Total Records: 1

#5: Screenshot of the Payments tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

Open | Export | Prev | Next | Close | Cancel

1 - Payment Information

Invoice Number	CONTR121318
Invoice Date	12/13/2018
Payment Amount	600.00
Unpaid Tax Amount	0.00
Expense Amount	600.00
Final Payment	No
Comment	CPR Training 12/13/18

2 - Vendor Information

Vendor Number	005455
Pay To Name	JOHN MARSHALL
Street Address	[redacted]
City Name	
State	
Zip Code	
Country	

3 - Status Information

Payment Status	Paid
On Hold	No
Status Comment	
Scheduled Pay Date	1/16/2019
Approval Batch	040700
Date Approved	
Variance Message	
Bank Id	COUNTY {County Bank Account}
Check Number	51135627
Check Print Date	1/18/2019
Check Status	Printed

4 - Add/Update Information

Invoice #	Invoice Date	Invoice Amt	Payment Amt	Vendor Id	Vendor Name	Status Code	Sched Date	Check #	Chk Print
CONTR121318	12/13/2018	$600.00	$600.00	005455	JOHN MARSHALL	Paid	1/16/2019	51135627	1/18/2019
		$600.00	$600.00						

Total Records: 1

#6: Screenshot of the Approvals tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

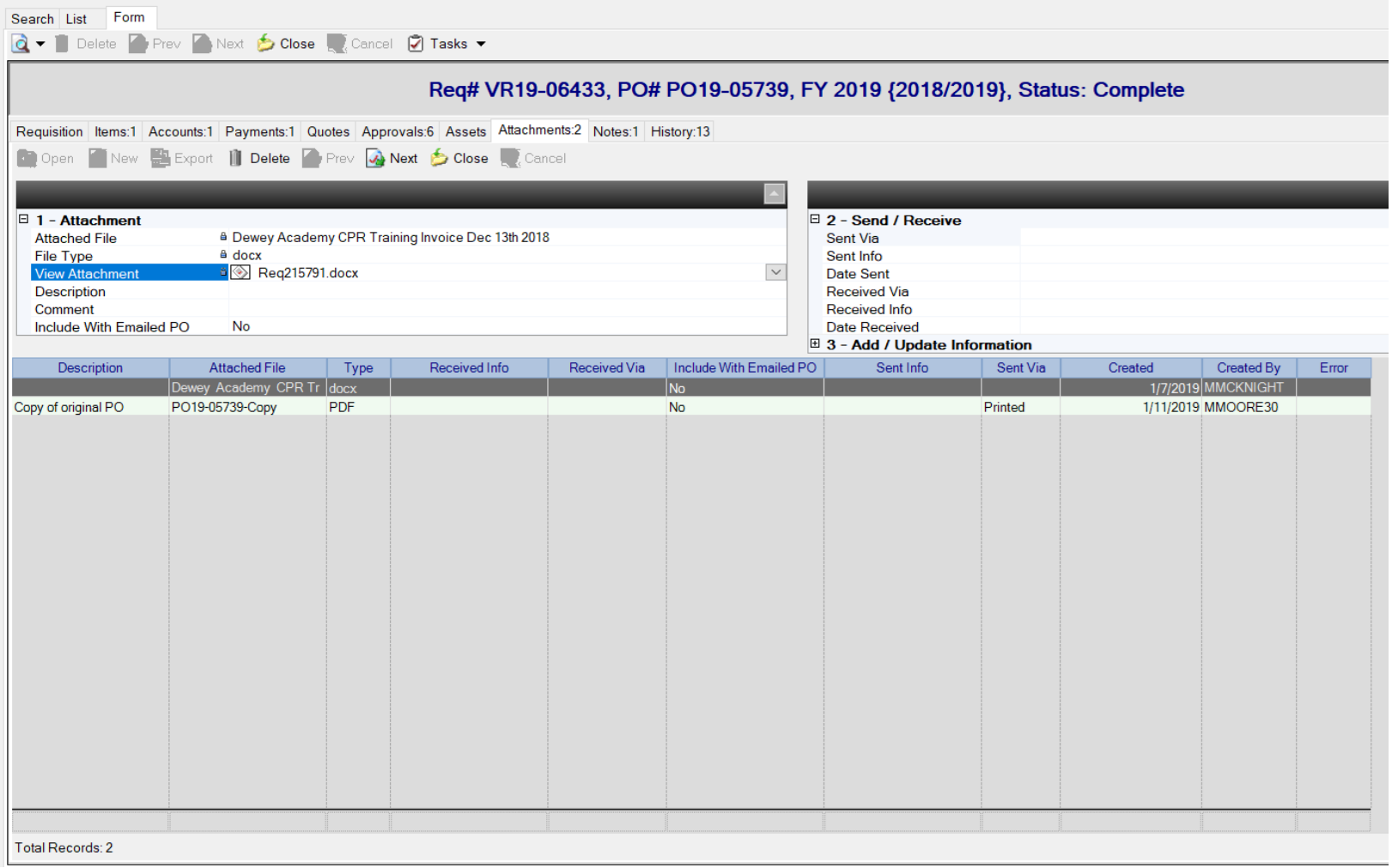
Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

Open | Export

Level	Workflow Role	Status	Approver	Approved By	Date Apprvd	Comment
20	FINANCE	Approved	TTURNER30	TTURNER30	1/9/2019 9:52:53 A	
25	PROGRAM	Approved	NGOMEZ30	NGOMEZ30	1/9/2019 4:36:40 P	
35	ADMIN	Approved	DROSS30	DROSS30	1/10/2019 9:01:01	
40	NETWORKSU	Approved	LMORITZ30	LMORITZ30	1/10/2019 9:21:27	
40	NETWORKSU	Approved	PTHOMAS30	PTHOMAS30	1/11/2019 8:21:03	
50	PROCUREME	Approved	MMOORE30	MMOORE30	1/11/2019 8:56:16	

Total Records: 6

#7: Screenshot of the Attachments tab



Invoice attached to the purchase Req in Escape for PO19-05739

Name : Alameda County EMS Corps
[redacted]

FROM THE COMMUNITY EMS CORPS READY TO SERVE

INVOICE Date 12/13/2018

TO:
Dewey Academy
1111 2nd Ave, Suite 310-A
Oakland, CA 94606

FOR:
Dewey Academy CPR Training (Dec 13th 2018)

CPR TRAINING |	AMOUNT
Card Fee 25 x 20	500.00
Book Fee 17.50 x 12 (Waived)	210.00
Instructor Fee	100.00
Off Site charge (Waived)	350.00
TOTAL: Training Breakdown Per Class	
TOTAL	$600.00

Make all checks payable to NAME
If you have any questions concerning this invoice, contact YOUR CONTACT INFORMATION

Thank you

#8: Screenshot of the Notes tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

New | Export | Delete | Undelete | Cancel All

Note	Created By	Create Date
:hnicians; CPR and First Aid Skills Workshop; splinting, blood pressure, and immobilization workshop.	MMCKNIGH	1/7/2019 9:34:42 AM

Note

Emergency Medical Technicians; CPR and First Aid Skills Workshop; spli...

Emergency Medical Technicians; CPR and First Aid Skills Workshop; splinting, blood pressure, and immobilization workshop.

SPSA Alignment: From Dewey''s 18-19 SPSA

Mentoring in Medicine (MIMS): Partner with MIMS to provide the Health Scholar Program at Dewey, which includes: twice weekly workshops to expose and train students in health careers and skills, exposure to Emergency Medical TEchnicians; CPR and First Aid Skills Workshop; splinting, blood pressure, and immobilization workshop.	Low-Income Students	Measure N	$29,654.19	5825

#9: Screenshot of the History tab

Search | List | Form

Delete | Prev | Next | Close | Cancel | Tasks

Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete

Requisition | Items:1 | Accounts:1 | Payments:1 | Quotes | Approvals:6 | Assets | Attachments:2 | Notes:1 | History:13

Export

Description	Created By	Create Date
Status set to Complete	LGIANG30	5/24/2019 7:37:05 PM
Requisition was Manually Completed	LGIANG30	5/24/2019 7:37:05 PM
Status set to Ready for Payment	JHU	1/18/2019 11:41:34 A
Check 51135627 was printed, paying Invoice CONTR121318.	JHU	1/18/2019 11:41:34 A
Status changed from Ready for Payment to Check Pending	VBROOKS30	1/17/2019 4:12:42 PM
Check processed for Invoice CONTR121318 on register RG000053.	VBROOKS30	1/17/2019 4:12:42 PM
Line Item #1 received, Quantity: 1	MMCKNIGHT	1/11/2019 9:14:00 AM
Line Item #1 received 01/11/2019, Quantity: 1.	MMCKNIGHT	1/11/2019 9:14:00 AM
Status set to Ready for Payment	MMOORE30	1/11/2019 8:59:29 AM
Original PO printed	MMOORE30	1/11/2019 8:59:29 AM
Original PO emailed	MMOORE30	1/11/2019 8:59:29 AM
Status set to Approved	MMOORE30	1/11/2019 8:56:16 AM
Status set to Submitted	MMCKNIGHT	1/7/2019 9:34:42 AM

Total Records: 13

Verbal Updates

- Measure N Summit

- Status of new auditor for 2019-20 Measure N audit

iam OUSD

OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students
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