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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

Search List	New 👻 🕋 Cop	w 💐 Export 🕶	- 🙋 🕶 🖸 T	asks 🔻 📶	Grid								
Req # 🛈	_	Order Type	Req Date		Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id	Vendor
/R19-00194	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 ECC
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. F
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 EQ
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
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 RE
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 RE
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 SCIEN
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 BR
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 CO
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 BR
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 BR
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 BR
1/010 01/05	DO10 01115	PO una Passi	0/04/0010	212 22	0.00	A 1/	2040	Calcal Constine		Constate	NI-	E70500	ANAMACOULT

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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 	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.

	 Other Anticipated Expenses 	3*All employee reimbursement requests
	(Meals/Taxi/Bridge Toll):	must be submitted no later than 60 days
	Original Itemized Receipts	after the original receipt date and within the
	Required*1	current fiscal year.
	 Justification Form 	After 60 days = automatic rejection from
	 Travel Conference Request Payment 	A.P.
	Form*2	
	 Travel Expense Report*3 	
Meetings:	 Pre-Approval Form for Special Event & 	1*No hand-written order forms or receipts
Professional	Activities	Must be in an invoice template.
Development or school	 Facility Rental Agreement 	2*Credit card transaction receipts are not
events on Site	 Venue or Vendor Invoice*1 	allowed in place of an itemized receipt.
	 Original Itemized Receipts 	Bank statements can be included to support
	Required*2	the purchase, but cannot replace the
	 Justification Form 	receipt.
	 Agenda & Sign-in Sheet 	
Extra Pay for	 Extended Contract*1 	1-3*Thoroughly filled out - please answer all
Certificated Employees	 Paid Inservice Program & Projects and 	fields and confirm the hourly rate with your
	Curriculum Development Activities	administrator.
	Form*2	*Provide details depending on the form
	 Stipend Request Form*3 	used; Services to be provided,
		Accomplishment Standards, Justification
		and/or Purpose of Program or Stipend.
Field Trips	Field trip packet	*Thoroughly filled out - especially the
(using Measure N funds	 Justification form 	budget information.
only)		
Supplies and Materials	Lesson plan	
supplies and materials		

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

					His	story	
VENDOR -	PO without Receiving					Fiscal `	Year 2018/19
Requisition N	umber VR19-06683					Requisition Da	ate 01/10/2019
Summary							
Created by	IFUENTES30, 1/10/2019		PO19-08579			& Services	
Department	CONSCONT	Responsibility	/		Acad	lemic Dept	
Status On Hold	Complete No	Attachments	Mare				
on Hold	NO	Attachments	; res			on Taxable	.00
Requisitioner	Irma Fuentes	Board Date			140	Taxable	25,710.00
Order Site	3010 - CASTLEMONT HIGH SC				т	ax (.0000)	.00
Delivery Site	3010 - CASTLEMONT HIGH SC					ping (0.00)	.00
Delivery Date		Room	1		/	Adjustment	.00
Project	Each and the second second						25,710.00
nfo Regulation M	FabLab Instruction Support endor Information				Requi	sition Total	25,710.00
04513/2							
0431372							
urchasing							
PO Date	03/25/2019	PO Printed Date			Buyer	-	
Quote		Quote Date)				
ine Items							Change Level 0
Descripti	on n Contract with Mr. Vilchis as	Stores Item #	Unit EACH	Order Qty 1	Rovd Qty	Unit Price 25,710.0000	Extended 25,710.00
program go to fab to push i relationa	or FabLab instruction for day to train and support teachers to lab for design build projects and nto classrooms to make I and project connections with ay classes, especially CTE class						
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		ReqPa	y99b	Rec	•	apshot with Notes and History
VEN	DOR -					Fiscal Year 2018/19
Requ	isition Numb	er VR19-066	83			Requisition Date 01/10/2019
Appro	vals					
Level 50	Sub Level 0	Status Approved	Approver MMOORE30	Approved By MMOORE30	Approved 03/25/19	Comment
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	CPHONGKHAMSAVA	ATH30 CPHONGKHAMSAVATH	3001/10/19	



#2: Screenshot of the Requisition tab

Finance - Requisi	itions - Vendor Requisitions			Tools
earch List Form				
	6 a			
	🖕 Close 🜉 Cancel 😨 Tasks 👻			
	Req# VR19-06683, PO#	PO19-08579, FY 2019 {2018/2019}, \$	Status: Complete	
Requisition Items:1 Accounts:1 Pay	ments:2 Quotes Approvals:8 Assets Attachments:1 Notes:1 Hi	istory:12		
Requisition/Vendor Information		Order Information		
I - Requisition Information		4 - Order Cost Information		
Dept Id	CONSCONT {Consultant Contracts}	Non Taxable Amount	0.00	
Academic Department	<u>a</u>	Taxable Amount	25,710.00	
Requisitioner	Irma Fuentes	Sub Total	25,710.00	
Request Date	▲ 1/10/2019	Tax Rate	0.000	
Order Location	a 3010 {CASTLEMONT HIGH SCHOOL}	Sales Tax	0.00	
Delivery Location	3010 {CASTLEMONT HIGH SCHOOL}	Shipping Pct	0.00	
Room	8	Shipping Amount	0.00	
Comment	FabLab Instruction Support	Tax on Shipping	No	
Responsibility	A	Total Cost	25,710.00	
Category		5 - Summary/Status Information	ation	
Goods and Services Category	â	On Hold	No	
2 - Vendor Information		Status Comment		
Order Type	PO w/o Receiving	Line Item Cnt	1	
Online Order	A No	Line Items Fully Rcvd	0	
Online Order Contact	a	Total Qty Ordered	1	
Vendor Category	a	Total Qty Rcvd	0	
Vendor Id	004513 {VILCHIS, JEADI}	Amount Received	0.00	
Vendor Address Id	å 2	Date Completed	6/26/2019	
Vendor Name	VILCHIS, JEADI	Fixed Asset Count	0	
Street Address		6 - Accounting Information		
City State Zip		Account Distribution Option	1 {Account Percentage}	
Phone / Fax	8	Acct Distributed Amt	25,710.00	
Allows Emailing POs	a No	Acct Undistributed Amt	0.00	
Quote Number	8	Amount Encumbered	0.00	
Credit Card Id	8	Amount Expensed	25,710.00	
3 - PO Information		Amount Liability	0.00	
PO Date	a 3/25/2019	E 7 - Add/Update Information		
Delivery Date	8			

#3: Screenshot of the Items tab

Goorn Finance -	Requisitions - Vendor Re	quisitions								Tools 🝷 🔀
Search List Form		5								
🔍 🔻 📕 Delete 🎽 Prev	🗸 🎴 Next 🏂 Close 💻 Cancel 🛛 😧	🖞 Tasks 🔻								
		Req# VR	19-06683, F	PO# PO	D19-08579	9, FY 2019 {20	018/2019	}, Status: (Complete	
Requisition Items:1 Acco	unts:1 Payments:2 Quotes Approval	s:8 Assets Att	achments:1 Note	s:1 Histor	v:12					
	Prev 🕋 Next 🏂 Close 🛒 Canc									
				_	_					
						4				
I - Item Order Information	nation					3 - Status Ir	formation			
Line Item #	1					Cancelled		No		
Order Quantity	1					Changed		No		
Order Unit	EACH					Change Versi	on	0		
Description	Consultan Contract with Mr. Vilch	his as support for	FabLab instruction	n for day pr	ogram to train ar	Rcvd		0		
Unit Price	25,710.0000					Date Receive	d			
Extended Cost	25,710.00					4 - Asset In	formation			
Taxable	Yes					Create Asset		No		
Stores Item #						Asset Created	1	No		
Vendor Catalog #						Asset Group				
Message Before						Asset Catego	ry			
Message After						E 5 - Add/Upd	late Informat	ion		
2 - Account Information	tion									
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									
Line Qty Unit	Description	Unit Price	Extended Cost	Asset	Oty Royd Da	te Rcvd Qty To Rcv	Catalog #	Stores #		
	Consultan Contract with Mr. Vilchis as					le heve ally to hev	Catalog #	Stoles #		
1 1 EACH	Consultan Contract with Mr. Viichis as	\$25,710.0000	\$25,710.00	No	0				4	
1		\$25,710.0000	\$25,710.00		0	1				
Total Records: 1										



#4: Screenshot of the Accounts tab

List Form								
📕 Delete 🎴 Prev 🎴 Next 🏂 Close 🜉 Cancel 😨 Tas	ks 🔻							
Re	q# VR19-0	6683, P	O# P	019-08	579, FY	2019 {2	018/2019}, Status: Comp	olete
sition Items:1 Accounts:1 Payments:2 Quotes Approvals:8 A						•		
port Cancel All								
ESR-Y-GOAL-FUNC-OBJT-STE-MNGR-PROG-LCAP-OPTNL	Amount	Percentage				Liability	Avail Bal	
33-0-3800-1000-5825-301-3010-1690-0101-999999	\$25,710.00	100.0000	2019	\$0.00	\$25,710.00	\$0.00	\$5,000.00	
					[]			
	\$25,710.00			\$0.00	\$25,710.00	\$0.00		



#5: Screenshot of the Payments tab

€ v Fina	nce - Requ	isitions -	Vendor Re	equisiti	ons						Tools 🝷 🔀
Search List Fo		ext 🏂 Close	Cancel (🖣 Tasks	•						
				Req#	VR19-0668	3, PO# PO	19-08579,	FY 2019	{2018/20	019}, Status: Complete	
Requisition Items	-1 Accounte:1	Payments 2 O		le:8 Accot	e Attachmonte:1	Notoe:1 History	12				
Open 💾 Ex					5 Autochinents.1	Notes. 1 Thistory	.12				
4				_	_	_		a	_		
1 - Payment		1070						3 - Statu			
Invoice Numbe	er in the second se	1078						Payment	Status	Paid	
Invoice Date		5/31/2019 6,427.50						On Hold		No	
Payment Amou Unpaid Tax Am		0.427.50						Status Co	d Pay Date	6/17/2019	
Expense Amou		6,427.50						Approval		045330	
Final Payment		Yes						Date Appr		01000	
Comment		FabLab Instruc	tion Support					Variance			
2 - Vendor In								Bank Id	licoodgo	COUNTY {County Bank Account}	
Vendor Numbe		004513						Check Nu	mber	51229614	
Pay To Name		VILCHIS, JEAD)I					Check Pri		6/26/2019	
Street Address	в 🖉							Check Sta	itus	Printed	
City Name								🗄 4 - Add/	Jpdate Info	ormation	
State											
Zip Code											
Country											
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			VILCHIS, JEADI	Paid	6/17/2019	51229614			
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	S	\$20,710.00	920,710.00		Я		JJ				
Total Recolds: Z											



#6: Screenshot of the Approvals tab

arch List Form The Delete Prev Next 🖆 Close Tasks The Cancel 😨 Tasks The Cancel 😨 Tasks The Cancel Tasks Tasks The Cancel Tasks T										
Velete Prev Deter Konse Close Concel 🖌 Tasks 🗸										
Req# VR19-06683, PO# PO19-08579, FY 2019 {2018/2019}, Status: Complete										
aquisition Items:1 Accounts:1 Payments:2 Quotes Approvals:8 Assets Attachments:1 Notes:1 History:12										
🔰 Open 🛛 🚆	Export									
Level 6	Workflow Role	Status 🔋	Approver	Approved By	Date Apprvd	Comment				
	FINANCE	Approved	CPHONGKHAMS	CPHONGKHAMS	1/10/2019 2:47:12					
	PROGRAM	Approved	NGOMEZ30	NGOMEZ30	1/11/2019 4:48:17					
	ADMIN		WCHAVARIN30	WCHAVARIN30	1/15/2019 2:54:03					
	NETWORKSU		VSIFUENTES30	VSIFUENTES30	1/16/2019 11:17:4					
)	NETWORKSU		PTHOMAS30	PTHOMAS30	1/17/2019 9:26:45					
)	NETWORKSU		PTHOMAS30	PTHOMAS30	1/17/2019 9:26:45					
5	CFO		OROXAS30	GMURPHYGARR						
)	PROCUREME	Approved	MMOORE30	MMOORE30	3/25/2019 7:35:46					
							-			



#7: Screenshot of the Attachments tab

Delete Prev Next Cose Cose Tasks →		- Requisitions	- Vendor I	Requisitions							
Delete Prev Next Scose Cose Concel Carcel Carce	earch List Form										
iisition Items: Accounts: 1 Payments: 2 Quotes Approvals: 8 Assets Attachments: 1 Notes: 1 History: 12 Open New Export Delete Prev Next Coose Concel - Attachment tacched File PDF ew Attachment 6 DF ew Attachment 6 PDF ew Attachment 6 PDF copy of original PO mment clude With Emailed PO No Description Attached File Type Received Info Received Via Include With Emailed PO Sent Info Sent Via Created By Error		Prev 🍙 Next 🏂 Clos	e 🜉 Cancel	🖉 Tasks 🔻							
iisition Items: Accounts: 1 Payments: 2 Quotes Approvals: 3 Assets Attachments: 1 Notes: 1 History: 12 Open New Export Delete Prev Next Close Cancel - Attachment tacched File PDF									- · · ·		
Open Delete Prev Next Close C				Req# VR19	-06683, PO#	¢ PO19-08579,	FY 2019 {2018/2	019}, Status	s: Complete		
- Attachment P019-08579-Copy.pdf Image: Copy of original PO Printed Sent Via Printed 6 Type 4 PDF 5 P019-08579-Copy.pdf 5 Sent Via Printed 5 Sent Via 1 Sent Via 6 Sent Via 6 Opy of original PO 6 Opy of original PO 5 Sent Via 7 Sent Via 7 Sent Via 1 Sent Via 6 Opy of original PO 8 Sent Via 6 Sent Via 3 Sent Via 1 Sent Via 1 Sent Via 0 Date Sent 3 Sent Via 7 Sent Via 3 Sent Via 1 Sent Via 1 Sent Via 0 Date Sent Via 7 Sent Via 7 Sent Via 7 Sent Via 1 Sent Via 1 Sent Via 0 Date Received Info 9 Sent Via 7 Add / Update Information 1 Sent Via 1 Sent Via 1 Sent Via 0 Date Received File Type Received Via 1 Include With Emailed PO Sent Via 1 Sent Via 1 Sent Via 0 Date Received File Type Received Via 1 Include With Emailed PO Sent Via 1 Sent Via 1 Sent Via 0 Date Received Via 1 Sent Via 1 Sent Via Sent Via 1 Sent Via 1 Sent Via 0 Date Received Via	Requisition Items:1 Ad	ccounts:1 Payments:2	Quotes Appro	ovals:8 Assets Attachr	ments:1 Notes:1 H	listory:12					
tached File PO19-08579-Copy.pd Sent Via Printed le Type a PDF Sent Via Printed Sent Via Printed ew Attachment a Op 10-08579-Copy.pdf Date Sent Info Date Sent Via Sent Via Sent Via secription Copy of original PO No Date Sent Nifo Sent Via Sent Via Sent Via Sent Via Description Copy of original PO No Sent Via Attached File Type Received Info Sent Via Sent Via <td>🖸 Open 🔛 New 🚆</td> <td>Export 📗 Delete 📔</td> <td>Prev 🚺 N</td> <td>lext 🏂 Close 💻 Ca</td> <td>incel</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	🖸 Open 🔛 New 🚆	Export 📗 Delete 📔	Prev 🚺 N	lext 🏂 Close 💻 Ca	incel						
tached File PO19-08579-Copy.pd Sent Via Printed le Type a PDF Sent Via Sent Via Printed ew Attachment a Op 10-08579-Copy.pdf Sent Via Sent Via Sent Via secription Copy of original PO No Sent Via Sent Via Sent Via bescription Copy of original PO No Sent Via Sent Via Sent Via Date Sent a/25/2019 Sent Via Sent Via Sent Via Sent Via Date Sent a/25/2019 Sent Via Sent Via Sent Via Sent Via Date Sent a/25/2019 Sent Via Sent Via Sent Via Sent Via Date Secored Via Received Info Date Received Via Sent Via Sent Via Sent Via Description Attached File Type Received Info Sent Via Created By Error			_								_
le Type â PDF Sent Info Date Sent 3/25/2019 ew Attachment â M PO1908579-Copy.pdf Date Sent 3/25/2019 escription Copy of original PO Received Via Received Via omment Base Sent Info Date Sent 3/25/2019 observation Sent Info Date Sent Sent Info Observation Sent Info Date Sent Sent Info Received Via Sent Info Date Sent Sent Info Base Sent Info Sent Info Sent Info Sent Info	1 - Attachment						□ 2 - Send / Receive				
eve Attachment a 1 20 P019-08579-Copy.pdf and the section of the	Attached File		Сору				Sent Via	Printed			
escription Copy of original PO mment clude With Emailed PO No Bescription Attached File Type Received Info Received Info Received Via Include With Emailed PO Sent Info Sent Via Created By Error	File Type										
Attached File Type Received Info Received Info Description Attached File Type Received Info Received Via Include With Emailed PO Sent Info Sent Via Created By Error	View Attachment						Date Sent	3/25/201	9		
Clude With Emailed PO No Date Received Description Attached File Type Received Info Received Via Include With Emailed PO Sent Info Sent Via Created By Error	Description	Copy of origi	nal PO				Received Via				
Description Attached File Type Received Info Received Via Include With Emailed PO Sent Info Sent Via Created By Error	Comment						Received Info				
Description Attached File Type Received Info Received Via Include With Emailed PO Sent Info Sent Via Created Created By Error	Include With Emailed	d PO No									
							3 - Add / Update In	formation			
of original PO POIs 08579-Copy PDF No Printed 3/25/2019 MMOORE30 af original PO Image: Signal PO <td>Description</td> <td>Attached File</td> <td></td> <td>Received Info</td> <td>Received Via</td> <td></td> <td>PO Sent Info</td> <td>Sent Via</td> <td></td> <td></td> <td>Error</td>	Description	Attached File		Received Info	Received Via		PO Sent Info	Sent Via			Error
	Copy of original PO	PO19-08579-Copy	PDF			No		Printed	3/25/201	19 MMOORE30	
Records: 1											



#8: Screenshot of the Notes tab

📀 🔄 🕇 Finance - Requisitions - Vendor Requ	uisitions	
Search List Form		
💽 🔻 📗 Delete 🌁 Prev 🅋 Next 🖕 Close 💻 Cancel 😨 T	「asks ▼	
F	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	
📄 New 📳 Export 📋 Delete 🥤 Undelete 💻 Cancel All		
Note	Created By Create Date 👳	
	Note Example Hire Fablab Teacher Support for day program to train and support teachers 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. Close	

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	Ī
					Г
Total Records: 1	a Antonio Antonio Antonio				
www.ousd.org	f У 🗑	@OUSDr	news		

#9: Screenshot of the History tab

arch List Form Tasks			
🗸 📕 Delete 🍙 Prev 💼 Next 💋 Close 🛒 Cancel 🗹 Lasks 🔻			
Req# VR1	9-06683, PO# PO19-	08579, FY 2019	9 {2018/2019}, Status: Complete
equisition Items:1 Accounts:1 Payments:2 Quotes Approvals:8 Assets Attac	chments:1 Notes:1 History:12		
Export			
Description	Created By	Create Date 🛛	1
atus set to Complete	JHENRY	6/26/2019 9:48:59 AM	
eck 51229614 was printed, paying Invoice 1078.	JHENRY	6/26/2019 9:48:59 AM	
atus changed from Ready for Payment to Check Pending		6/25/2019 1:04:13 PM	
eck processed for Invoice 1078 on register RG000087.		6/25/2019 1:04:13 PM	
atus set to Ready for Payment	JHENRY	5/2/2019 9:05:22 AM	
eck 51210660 was printed, paying Invoice 1073.	JHENRY	5/2/2019 9:05:22 AM	
atus changed from Ready for Payment to Check Pending	VBROOKS30	5/1/2019 11:24:44 AM	
eck processed for Invoice 1073 on register RG000076.		5/1/2019 11:24:44 AM	
atus set to Ready for Payment	MMOORE30		
iginal PO printed		3/25/2019 7:39:58 AM	
atus set to Approved	MMOORE30		
atus set to Submitted		1/10/2019 10:11:18 A	



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

ENDOR -	PO without Receiv	vina			_		tory Fiscal Y	(ear 2018/19
	Number VR19-06433	•					Requisition Da	ite 01/07/2019
Summary Created by	MMCKNIGHT30, 1/7	7/2010		0 # PO19-05739		Gaada I	& Services	
Department	SVCEQMNT	12015	Responsib				emic Dept	
Status	Complete		reaponaio	anty		Picera	enne propr	
On Hold	No		Attachme	ents Yes				
						No	n Taxable	.00
Requisitioner	Michell McKnight		Board D)ate			Taxable	600.00
Order Site	3100 - DEWEY HIGH					T	ax (.0000)	.00
Delivery Site	3100 - DEWEY HIGH	H SCHOOL		om			oing (0.00)	.00
Delivery Date			Ro	oom		A	djustment	.00
Project	CPR Training 12/13/	/4.0				Dennis	ition Total	600.00
Info		10				requis	sition Total	600.00
-	endor Information							
005455/1								
Purchasing								
PO Date	01/11/2019		DO Driveto 1 D	ate 01/11/2019		Du		
Quote	01/11/2019		Quote D			Buyer	-	
			QUOLE D	/ette				
Line Items			Stores Item #					Change Level 0
Descripti			Stores Item #		Order Qty	Rovd Qty	Unit Price	Extended
1 CPR Tra	ining			EACH	1	1	600.0000	600.00
Accounts								
Notes	N,Instruction,Dues&m	nembership,De			500.00		600.00	
Notes		embership,De	nergency Medica	al Technicians; C	PR and First A	id Skills Work		
Notes 01/07/2019	N,Instruction,Dues&m	embership,De	nergency Medica		PR and First A	id Skills Work		
Notes 01/07/2019 History	N,Instruction,Dues&m	embership,De En blo	nergency Medica od pressure, an	al Technicians; Cl id immobilization	PR and First A workshop.	id Skills Work		
Notes 01/07/2019 History 05/24/2019	N,Instruction,Dues&m MMCKNIGHT30	embership,De En bla Re	mey,Dewey Pri mergency Medica od pressure, an	al Technicians; Cl d immobilization anually Complete	PR and First A workshop.	id Skills Work		
Notes 01/07/2019 History 05/24/2019 05/24/2019	N, Instruction, Dues&m MMCKNIGHT30 LGIANG30 LGIANG30	embership,De En blo Re Sta	mergency Medica od pressure, an oquisition was Ma atus set to Comp	al Technicians; Cl id immobilization anually Complete plete	PR and First A workshop.	id Skills Work		
Notes 01/07/2019 History 05/24/2019 05/24/2019 01/18/2019	N,Instruction,Dues&m MMCKNIGHT30 LGIANG30 LGIANG30 JHU	embership,De En blo Re Sta Sta	ewey, Dewey Pri nergency Medica od pressure, an equisition was Ma atus set to Comp atus set to Read	al Technicians; Cl d immobilization anually Complete plete ly for Payment	PR and First A workshop. d			
Notes 01/07/2019 History 05/24/2019 05/24/2019 01/18/2019 01/18/2019	N,Instruction,Dues&m MMCKNIGHT30 LGIANG30 LGIANG30 JHU JHU	nembership,De En blo Re Sta Sta Ch	ewey, Dewey Pri ergency Medica ood pressure, an equisition was Ma atus set to Comp atus set to Read teck 51135627 v	al Technicians; C id immobilization anually Complete plete ly for Payment was printed, payin	PR and First A workshop. d g Invoice CON	ITR121318.	shop; splinting,	
Notes 01/07/2019 History 05/24/2019 05/24/2019 01/18/2019 01/18/2019 01/17/2019	N, Instruction, Dues&m MMCKNIGHT30 LGIANG30 LGIANG30 JHU JHU VBROOKS30	embership,De En blo Re Sta Sta Ch	wey,Dewey Pri mergency Medica sood pressure, an equisition was Mi atus set to Comp atus set to Read teck 51135627 v teck processed f	al Technicians; Cl id immobilization anually Complete plete ly for Payment was printed, payin for Invoice CONT	PR and First A workshop. d g Invoice CON R121318 on re	ITR121318. egister RG000	shop; splinting,	
Notes 01/07/2019 History 05/24/2019 05/24/2019 01/18/2019 01/18/2019 01/17/2019 01/17/2019	N,Instruction,Dues&m MMCKNIGHT30 LGIANG30 LGIANG30 JHU JHU	nembership,De En blo Re Sta Sta Sta Sta Sta Sta Sta	awey, Dewey Pri nergency Medica sod pressure, an equisition was Ma atus set to Read sus set to Read neck 51135627 w heck processed f atus changed fro	al Technicians; Cl d immobilization anually Complete plate y for Payment was printed, payin for Invoice CONT m Ready for Pay	PR and First A workshop. d g Invoice CON R121318 on re ment to Check	ITR121318. egister RG000	shop; splinting,	
Notes 01/07/2019 History 05/24/2019 05/24/2019 01/18/2019 01/18/2019 01/17/2019 01/17/2019 01/17/2019	N.Instruction, Dues&m MMCKNIGHT30 LGIANG30 LGIANG30 JHU JHU VBROOKS30 VBROOKS30	embership,De Ern blo Re Sta Sta Ch Ch Sta Lin	awey, Dewey Pri mergency Medica sod pressure, an equisition was Mi atus set to Comp atus set to Read to R	al Technicians; Ci d immobilization anually Complete plete ly for Payment was printed, payin for Invoice CONT m Ready for Pay wed 01/11/2019, C	PR and First A workshop. d g Invoice CON R121318 on re ment to Check	ITR121318. egister RG000	shop; splinting,	
Notes 01/07/2019 History 05/24/2019 05/24/2019 01/18/2019 01/18/2019 01/17/2019 01/17/2019 01/17/2019 01/11/2019	N.Instruction, Dues&m MMCKNIGHT30 LGIANG30 LGIANG30 JHU JHU VBROOKS30 VBROOKS30 VBROOKS30	embership,De En bid Re Sta Sta Ch Sta Lin	awey, Dewey Pri nergency Medica sod pressure, an equisition was Ma atus set to Read sus set to Read neck 51135627 w heck processed f atus changed fro	al Technicians; Ci di immobilization anually Complete plete yas printed, payin for Invoice CONT m Ready for Pay ved 01/11/2019, C ved, Quantity; 1	PR and First A workshop. d g Invoice CON R121318 on re ment to Check	ITR121318. egister RG000	shop; splinting,	
Notes 01/07/2019 History 05/24/2019 05/24/2019 05/24/2019 01/18/2019 01/18/2019 01/17/2019 01/17/2019 01/11/2019 01/11/2019	N.Instruction, Dues&m MMCKNIGHT30 LGIANG30 JHU JHU VBROOKS30 VBROOKS30 MMCKNIGHT30	Ree Ree Sta Sta Ch Sta Lin Lin Sta Sta Sta	awey, Dewey Pri hergency Medica sod pressure, an equisition was Mi atus set to Comp atus set to C	al Technicians; Ci d immobilization anually Complete plate y for Payment was printed, payin for Invoice CONT m Ready for Pay wed 01/11/2019, C ved, Quantity: 1 y for Payment	PR and First A workshop. d g Invoice CON R121318 on re ment to Check	ITR121318. egister RG000	shop; splinting,	
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#2: Screenshot of the Requisition tab

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	Req# VR19-06433, PO# PO1	9-05739, FY 2019 {2018/2019}, S	tatus: Complete
	•	• •	•
equisition Items:1 Accounts:1 F	Payments:1 Quotes Approvals:6 Assets Attachments:2 Notes:1 History:13	3	
Requisition/Vendor Information		Order Information	
1 - Requisition Information		4 - Order Cost Information	
Dept Id	SVCEQMNT {Services - Licenses Equip Maintenance}	Non Taxable Amount	0.00
Academic Department		Taxable Amount	600.00
Requisitioner	Michell McKnight	Sub Total	600.00
Request Date	● 1/7/2019	Tax Rate	0.000
Order Location	■ 3100 {DEWEY HIGH SCHOOL}	Sales Tax	0.00
Delivery Location	3100 {DEWEY HIGH SCHOOL}	Shipping Pct	0.00
Room	8	Shipping Amount	0.00
Comment	CPR Training 12/13/18	Tax on Shipping	No
Responsibility	8	Total Cost	600.00
Category		5 - Summary/Status Information	
Goods and Services Category	8	On Hold	No
2 - Vendor Information		Status Comment	
Order Type	PO w/o Receiving	Line Item Cnt	1
Online Order	A No	Line Items Fully Rcvd	1
Online Order Contact	a	Total Qty Ordered	1
Vendor Category	A	Total Qty Rcvd	1
Vendor Id	005455 {MARSHALL, JOHN}	Amount Received	600.00
Vendor Address Id	≜ 1	Date Completed	5/24/2019
Vendor Name	JOHN MARSHALL	Fixed Asset Count	0
Street Address	A	6 - Accounting Information	
City State Zip	A	Account Distribution Option	1 {Account Percentage}
Phone / Fax	a	Acct Distributed Amt	600.00
Allows Emailing POs		Acct Undistributed Amt	0.00
Quote Number	8	Amount Encumbered	0.00
Credit Card Id	8	Amount Expensed	600.00
3 - PO Information		Amount Liability	0.00
PO Date	■ 1/11/2019	7 - Add/Update Information	

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#3: Screenshot of the Items tab

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		Req# VR	19-06433, F	PO# PC	019-057	39, FY 20	019 {20)18/2019}	, Status: C	Complete
Requisition Items:1 Acco	ounts:1 Payments:1 Quotes Approval	s:6 Assets Att	achments:2 Notes	1 Histor	/:13					
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		_	_	_		▲	_	_	_	_
1 - Item Order Information	mation					□ 3-	Status In	formation		
Line Item #	1						celled		No	
Order Quantity	1					Cha	nged		No	
Order Unit	EACH					Cha	nge Versio	on	0	
Description	CPR Training					Rcv	d		1	
Unit Price	600.0000						e Received		1/11/2019	
Extended Cost	600.00						Asset Info	ormation		
Taxable	Yes						ate Asset		No	
Stores Item #							et Created		No	
Vendor Catalog #							et Group			
Message Before Message After							et Categor	y ate Informatio		
Message Aπer	tion					⊡) -	Add/Upda	ate information	on	
Line Qty Unit	Description	Unit Price	Extended Cost	Asset	Oty Royd [Date Rcvd Q	ty To Pey	Catalog #	Stores #	
1 1 EACH	CPR Training	\$600.0000			1	1/11/2019		Cutalog #	Otores #	
T T LAGIT		\$000.0000	\$000.00		•	1/11/2013				
1		\$600.0000	\$600.00		1		0			
Total Records: 1					1					



#4: Screenshot of the Accounts tab

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Req#	VR19-0	6433, P	O# P	O19-057	39, FY	2019 {2	018/201	9}, Status: Complete
Requisition Items:1 Accounts:1 Payments:1 Quotes Approvals:6 Asset		te:2 Notes:1	1 Histo	nv:13				
Export Cancel All	Audenmen	13.2 140163.	1 11310	19.13				
	A	Deventered	Fiend	Ensurahara	Detal	1.1-1-104	Assell Del	
FND-RESR-Y-GOAL-FUNC-OBJT-STE-MNGR-PROG-LCAP-OPTNL 010-9333-0-3800-1000-5300-310-3100-1690-0101-99999	Amount \$600.00			Encumbere \$0.00	Paid \$600.00	Liability \$0.00	Avail Bal \$3,000.00	
	\$000.00	100.0000	2013		\$000.00	\$0.00	\$3,000.00	
	\$600.00			\$0.00	\$600.00	\$0.00		
Total Records: 1								



#5: Screenshot of the Payments tab

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Prequisition tems: 1 Accounts: 1 Payments: 1 Quotes Approvals.6 Assets Attachments: 2 Notes: 1 History:13 Percent Provide Attachments: 2 Notes: 1 History:13 Percent Payment Information Payment Status Payment Provide Attachment Payment Provide Attachments: 2 Notes: 1 History:13 Payment Status Payment Provide Attachment Payment Provide Pro	🗟 🕶 📕 Delete 🏾 🕋 Prev	🎴 Next 🏂 Close	Cancel 🕻	🖣 Tasks 🤜	•					
Control of the status and the s				Req#	VR19-06433	3, PO <mark>#</mark> PO	19-05739	, FY 2019	{2018/20)19}, Status: Complete
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1 - Payment Information 3 - Status Information Invoice Date 12/13/2018 Payment Amount 60.00 Unpaid Tax Amount 60.00 Expense Amount 60.00 Comment COMTR121318 2 - Vendor Information 004545 JOHN MARSHALL Outstatus Vendor Name Status State 2.000 City Name JOHN MARSHALL State 2.000 County Invoice Date Invoice Date Invoice Amt Vendor Name Status State JOHN MARSHALL City Name Status State JOHN MARSHALL Contract Invoice Amt Vendor Name Status Code State JOHN MARSHALL Paid 1/16/2019 Status Check # Check Print Status Code Countral Status Code				_				0.		
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Expense Amount 600 00 Final Payment No Comment CPR Training 12/13/18 B 2 - Vendor Information Vendor Number Vendor Number 005455 Pay To Name JOHN MARSHALL Street Address Printed Zip Code Invoice Amt Country Point Control Invoice # Invoice Amt 12/13/2018 \$500 00 \$600 00 \$600 00 State 2010 NMARSHALL Country Status Country Point Color Invoice Af Invoice Amt Vendor Name \$12/13/2018 \$600 00 \$600 00 Status Color Country Status Code Sched Date Check # Invoice Af Invoice Amt Payment Amt Vendor Name Status Code Sched Date Invoice Af Sched Date Check # Chk Print Country \$200 00 \$600 00 Invoice Amt Yita/2019 Status Sched Date Invoice Amt Sched Date Check #										
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		\$600.00	\$600.00							
	Total Records: 1				//	J		nJ		



#6: Screenshot of the Approvals tab

				Req# VI	R19-06433, PO	0# PO19-05739, FY 2019	{2018/2019}, Status: Compl
uisition	Itoms:1 Accounts	s:1 Dovmo	nte:1 Quotos AD	provals:6 Assots A	Attachments:2 Notes:1	History13	
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Level	Workflow Role	Status	। Ø Approver	Approved By	Date Apprvd	Comment	
)		Approved		TTURNER30	1/9/2019 9:52:53 A		
5		Approved	NGOMEZ30	NGOMEZ30	1/9/2019 4:36:40 P		
5		Approved	DROSS30	DROSS30	1/10/2019 9:01:01		
)	NETWORKSU		LMORITZ30	LMORITZ30	1/10/2019 9:21:27		
)	NETWORKSU		PTHOMAS30	PTHOMAS30	1/11/2019 8:21:03		
D	PROCUREME	Approved	MMOORE30	MMOORE30	1/11/2019 8:56:16		



#7: Screenshot of the Attachments tab

Search List Form	
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Req# VR19-06433, PO# PO19-05739, FY 201	19 {2018/2019}, Status: Complete
Requisition Items:1 Accounts:1 Payments:1 Quotes Approvals:6 Assets Attachments:2 Notes:1 History:13	
💼 Open 📓 New 🔛 Export 👔 Delete 🍙 Prev 🎑 Next 🖕 Close 💻 Cancel	
	Send / Receive
Attached File ^a Dewey Academy CPR Training Invoice Dec 13th 2018 Sent V File Type ^a docx Sent Invoice Dec 13th 2018	
View Attachment	
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Description Attached File Type Received Info Received Via Include With Emailed PO Dewey Academy CPR Tr docx No No Include With Emailed PO Include With Emailed PO <t< td=""><td>Sent Info Sent Via Created Created By Error 1/7/2019 MMCKNIGHT</td></t<>	Sent Info Sent Via Created Created By Error 1/7/2019 MMCKNIGHT
Copy of original PO PO19-05739-Copy PDF No	Printed 1/11/2019 MMOORE30
Total Records: 2	



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

Name : Alameda County EMS Corps 1999 Control 1997 (00 S F J		EMS CORPS TRADY TO SERVE INVOICE Date 12/13/20
Dewey Academy 1111 2 nd Ave, Suite 310-A	or: Dewey Academy CPR Training	g (Dec 13 th 2018)
Oakland, CA 94606		
Oakland, CA 94606		AMOUNT
-		амоинт 500.00
CPR TRAINING		
CPR TRAINING Card Fee 25 x 20		500.00
Card Fee 25 x 20 Book Fee 17.50 x 12 (Waived)		500.00 210.00
Card Fee 25 x 20 Book Fee 17.50 x 12 (Waived) Instructor Fee		500.00 210.00 100.00

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
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Req# VR19-06433, PO# PO19-05739, FY 2019 {2018/2019}, Status: Complete
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Note Created By Create Date 👳
hnicians; CPR and First Aid Skills Workshop; splinting, blood pressure, and immobilization workshop.
Note Image: Comparison of the second sec
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 Low-Income \$29,654.19 5825 students in health careers and skills, exposure to Measure N Students Emergency Medical TEchnicians; CPR and First Aid Skills Workshop; splinting, blood pressure, and immobilization workshop. @OUSDnews

www.ousd.org

#9: Screenshot of the History tab

Req# VR1	19-06433, PO# PO19-	05739, FY 2019	{2018/2019}, Statu
Requisition Items:1 Accounts:1 Payments:1 Quotes Approvals:6 Assets Atta	chments: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	



Verbal Updates

• Measure N Summit

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







1000 Broadway, Suite 680, Oakland, CA 94607

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