Sacramento City Unified School District

1.1 SCOPE:

1.2 This procedure discusses the method that is used to process Facilities Maintenance Chargeable Costs and Capital Improvements for Sacramento City Unified School District.

2.1 RESPONSIBILITY:

2.2 Program Records Technician

3.1 APPROVAL AUTHORITY:

3.2 Director, Facilities

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- **5.2.10** Staple original Work Order request to Detailed Work Order.
- **5.2.11** Send original to the Accounting Department for transfer and filing.

6.1 Tracking Report:

6.2 Print monthly reports for Director to review status of Chargeable Cost and Capital Improvements.

7.1 Budget Report Procedure:

7.2 Print monthly site detail reports from ESCAPE to confirm transfer of costs.

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