SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Program Records Technician, Capital Asset Management Services	**CLASSIFICATION:**	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	**FLSA:**	Non-Exempt
JOB CLASS CO			

Process, input, and apply approvals of documents including requisitions and budget transfers; determine documents requiring approval, review for accuracy and completeness, process approval, and review file to confirm approval is accepted. **E**

Process travel and mileage forms; confirm estimated costs, and determine appropriate claim and applicable funding