



BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER ST. BAKERSFIELD, CA 93305

Department of Stores and Purchasing

In-Store Shopping Schedule & Procedures

Schedule and Checkout times:

Wal-Mart East Hills	Dollar Tree Golden State Shopping Center	99Cent Stores Niles Street	Target East Hills	
Every 1 st and 4 th Tuesday of the month at 11:00 am Every 3 rd Tuesday of the month at 1:30 pm	1 st Wednesday of the month at 11:00 am	2 nd Wednesday of the month at 11:00 am	3 rd Wednesday of the month at 11:00 am	
The following vendors are scheduled as needed:	Best Buy	Hobby Lobby	Home Depot (East Hills)	Lowes (Columbus Ave)

In-store shopping is considered a last resort solution and should only be used if items are not found with our regular vendors. Please check the warehouse stock catalog for items that have been competitively priced such as paper, pencils, break room utensils, sports supplies, and emergency kit supplies.

Links: [Warehouse Store Stock Catalog](#) [Commonly Used Vendors](#) [Purchasing Restrictions](#)

Procedures:

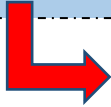
Create a requisition in Smarte using the following guidelines:

- Vendor: Most credit card vendors do not have a vendor number in Smarte – to add the vendor click on “suggest vendor” type in the vendor information and save.
- Maximum amount allowed per requisition/transaction is \$1,000. A shopper can only shop for one funding source at a time. Lottery funds (1100) are not allowed. The deadline to purchase using lunchtime noon funds (0047) will be in February. Please review the [Rewards/Incentives Table](#) - incentives shall not exceed \$100 per awardee.
- Requisitions must specify the vendor’s name and a **LIST** of what items will be purchased “Misc. event supplies” will not be accepted. Please review the list of purchasing restrictions found on the purchasing website.
- The comments section **must include the details of the event** - Who will be using the items such as students, parents, teachers, the number of attendees, and the school site action plan number, if applicable.
- Do not copy and paste Requisitions. Each Requisition must have specific details of the event or reason for the purchase request.

****Requisitions with missing information will be returned to the site****

- Requisitions must be sent electronically in Smarte. It is your responsibility to obtain all the required wet signatures on the hard copy requisition prior to sending it to the warehouse office. Send via intra-district mail the hard copy original requisition at least two (2) weeks PRIOR to sending a calendar request. Original requisitions taken to the shopping location without an appointment will not be accepted.
- Please plan ahead! Shop at least 3 weeks prior to your event. A limited number of shoppers will be allowed per day, per store.
- Send an Outlook meeting invite to Bertha Acosta (acostab@bcسد.com) and Ernest Garcia-Diaz (garciaer@bcسد.com). Please use the following calendar invite setup:

- **Subject:** Site Name/Budget Resource Code/Requisition No.
- **Location:** Store Information
- **Date/Time:** If the checkout time is at 11:00am – the calendar invitation will read 11:00am to 11:00am
- **Shopper:** Name of Employee Attending



- On the shopping day, be ready to check out at the scheduled time. **Be mindful of the Requisition amount and the estimated total price of your cart.** A calculator is recommended. Returns or exchanges are not allowed without prior authorization.
- Please email or call to cancel a scheduled shopping trip by 8:30 a.m. the day of the scheduled shopping.

Should you have any questions regarding these procedures, please contact **Bertha Acosta** at ext. 14727.

