

Reynoso, Mark

From: Melendez, Linda on behalf of District Announcements
Sent: Monday, May 4, 2020 1:03 PM
To: # All Classified; # All Management
Subject: Purchase Order Archive

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

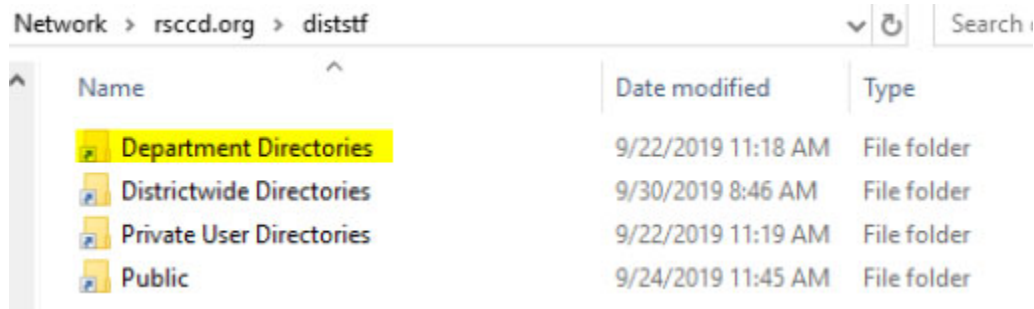
Purchasing Services often receives requests for copies of purchase orders issued over the last several years. We are happy to share that a historical archive (two fiscal years) is now available for viewing on the District's H drive. The scanning of purchase orders, per our retention policy of four years, eliminates the need to store hard copies at a storage facility, makes these documents easily accessible to all district staff and supports the goals of the District's Sustainability Resources Committee (SRC) to reduce paper files. Purchase Orders can be searched by the following criteria within the fiscal year folder:

- ✓ Vendor Name
- ✓ Vendor ID Number
- ✓ Purchase Order Number

Purchase Orders available for viewing are for fiscal years 2016/17 and 2017/18. Fiscal year 2018/19 and 2019/2020 are maintained in the Purchasing Services office for audit purposes. Each year during the month of September, we will scan the oldest purchase orders housed in the office (2018/19) and move those files into the H drive, PO Archive folder.

To view purchase orders, please see below:

- If you are located in the District Office:



The screenshot shows a network folder view for 'rscdd.org > diststf'. The folder contains four subfolders: 'Department Directories', 'Districtwide Directories', 'Private User Directories', and 'Public'. The 'Department Directories' folder is highlighted in yellow. The table below summarizes the contents of the folder view.

Name	Date modified	Type
Department Directories	9/22/2019 11:18 AM	File folder
Districtwide Directories	9/30/2019 8:46 AM	File folder
Private User Directories	9/22/2019 11:19 AM	File folder
Public	9/24/2019 11:45 AM	File folder

Network > rscdd.org > diststf > Department Directories

Name	Date modified	Type
ITS Data Repository	10/28/2019 2:38 PM	File folder
IWD	4/8/2020 9:03 AM	File folder
IWE	4/5/2013 12:46 PM	File folder
LAOC Regional Consortia	3/18/2020 4:02 PM	File folder
OC_SBDC	10/16/2019 12:19 ...	File folder
Parking Permit Database	4/29/2019 3:55 PM	File folder
Payroll	4/7/2020 3:25 PM	File folder
Payroll Liability Recon	4/21/2020 9:56 AM	File folder
PO Archive	2/12/2020 4:37 PM	File folder
Public Affairs	4/20/2020 2:22 PM	File folder
Publications	4/22/2020 5:00 PM	File folder

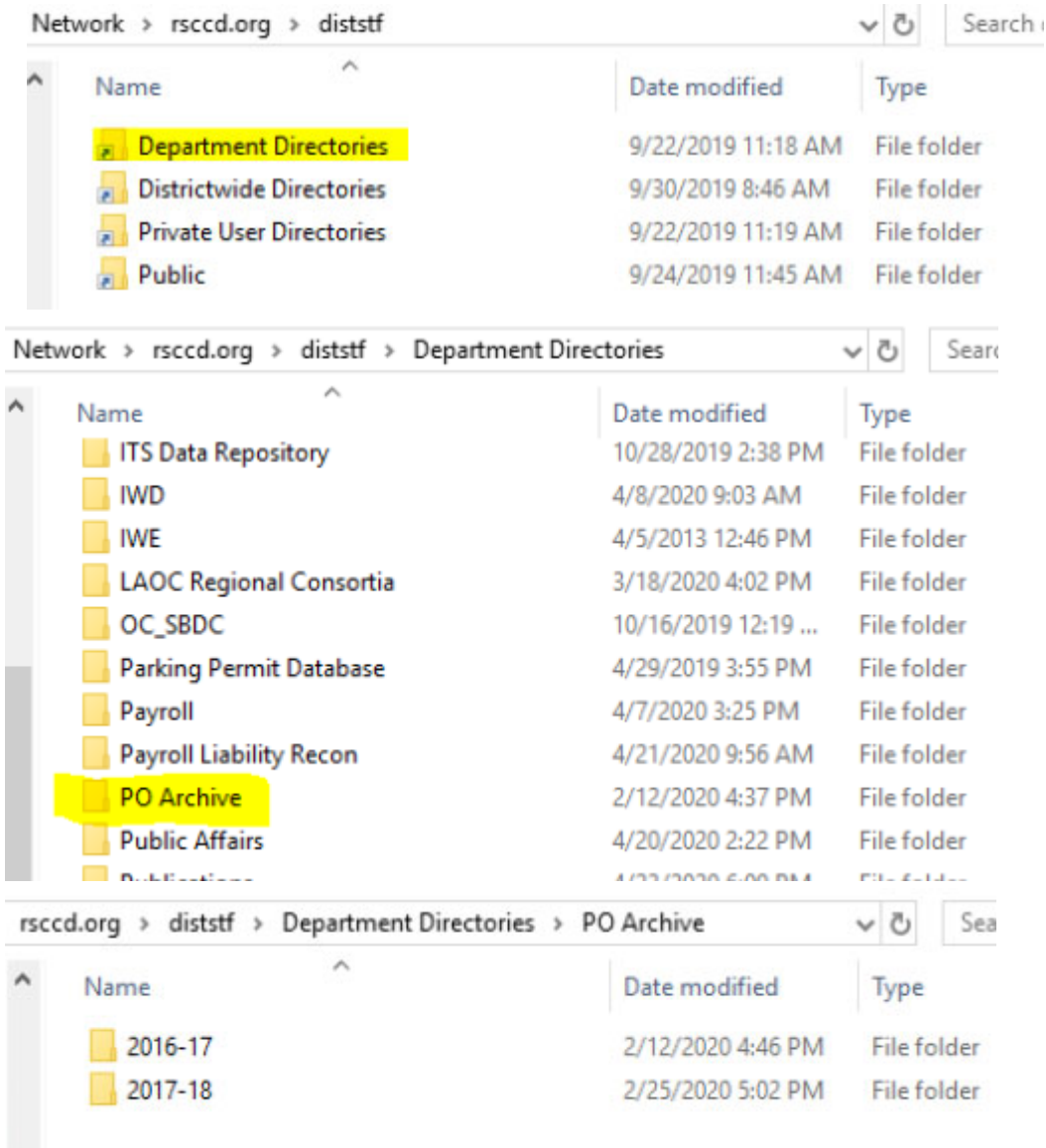
rscdd.org > diststf > Department Directories > PO Archive

Name	Date modified	Type
2016-17	2/12/2020 4:46 PM	File folder
2017-18	2/25/2020 5:02 PM	File folder

➤ If you are located at SAC, SCC or any of our centers:

Network > rscdd.org > saccr > Department Directories

Name	Date modified	Type
UniversityLink	9/25/2019 3:05 PM	File folder
Upward Bound	11/26/2019 2:09 PM	File folder
Veterans Affairs	4/29/2020 11:11 AM	File folder
Veterans SSSP	2/18/2020 11:13 AM	File folder
Veterans Upward Bound	9/27/2019 11:39 AM	File folder
WebCMS	6/23/2011 2:24 PM	File folder
Work Experience	2/4/2019 1:21 PM	File folder
Workability	10/16/2014 11:11 ...	File folder
Shortcut to CEC H Drive	4/20/2017 10:09 AM	Shortcut
Shortcut to DOC H Drive	4/20/2017 10:09 AM	Shortcut
Shortcut to OEC H Drive	4/20/2017 10:09 AM	Shortcut
Shortcut to SAC H Drive	4/20/2017 10:09 AM	Shortcut
Shortcut to SCC H Drive	4/20/2017 10:09 AM	Shortcut



Please let us know if we can further assist.

Thank you,

Linda Melendez

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