

SITE OPERATIONS CIRCULAR NO. 1000

Office of Secondary Schools

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 9, 2015

To: High School Site Administrators

Subject: CAPS AND GOWNS, 2015-16 SCHOOL YEAR-REVISED

Department and/or Persons Concerned: All High School Administrators

(Due Date only if required) June 22, 2016 (for Invoice Submission to Accounts Payable)

Reference: District Administrative Procedure 4770 (“Graduation from Senior High School”)

Action Requested: Review procedure for ordering caps and gowns for commencement ceremonies

Brief Explanation:

The district has entered into contracts with National Recognition Products of Southern California (NRP) and San Diego Graduate Supply to provide rentals of graduation gowns for high school commencement ceremonies beginning in the 2015-16 school year. Every rental gown comes with a free cap and tassel.

All high school sites must take the following steps to order and return rental gowns:

1. Select one vendor (either National Recognition Products of Southern California or San Diego Graduate Supply) to provide rental gowns, caps, and tassels for commencement ceremonies.
2. Obtain a quote from the vendor of choice for the number of gowns to be rented. Gowns must be rented for all students regardless of whether they purchase a personal gown or not.

The prices being offered by each vendor according to their Bids, are as follows:

NRPSC Rental of Cap and Gown \$16.50 ea (Students keep the cap and tassel)

SDGS Rental of Cap and Gown \$14.50 ea (Students keep the cap and tassel)

The Points of contact for each vendor are as follows:

NRPSC: Paul DeSantis, Sales Rep, 760-809-3124, pauldesantis2@gmail.com

SDGS: Glenn Millen, Owner, 619-884-4305, gmillen@cox.net

3. Create and submit an ePro requisition in PeopleSoft for rental gowns, caps and tassels prior to the annual ePro Special Request deadline in April. Attach the vendor quote to the ePro requisition. Use the following budget string for the requisition:

XXXX-00070-00-4301-1000-1110-01000-1717

4. Collect rented gowns from each student after the commencement ceremony. Students may keep the caps and tassels.
5. Arrange a pick-up time with the vendor to collect the rented gowns.
6. The vendor will send an invoice to the school so that the Principal can certify that the school received the gowns, caps, and tassels. The invoice must include the Purchase Order number and the contract number for the vendor (**GD-15-0541-19** for National Recognition Products of Southern California or **GD-15-0967-19** for San Diego Graduate Supply).
7. Attach the original invoice, signed by the Principal, to the ePro requisition and send it to Accounts Payable for payment **no later than June 22, 2016**.

All caps, gowns, tassels, and other commencement items previously purchased may be kept.

If students wish to purchase a gown, each site must make the arrangement with the vendor, determine the process for collecting funds from the student(s), and issue payments to the vendor. The vendor is not under any obligation to offer the contract price for gown purchases.

Questions pertaining to rental of caps and gowns may be directed to Teri Curl at (619) 725-7772.

APPROVED:



Cheryl Hibbeln
Executive Director, Secondary Schools