

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 8, 2022

To: High School Site Administrators

Subject: CAPS AND GOWNS AND GRADUATION CEREMONY TICKETS,
2022-23 SCHOOL YEAR

**Department and/or
Persons Concerned:** All High School Administrators, Financial Clerks

Due Date: June 16, 2023 (for Invoice Submission to Accounts Payable)

Reference: Administrative Regulation 6146.1

Action Requested: Review procedure for ordering caps and gowns for commencement ceremonies and for graduation ceremony ticket sales

Brief Explanation:

Caps And Gowns

The district has entered into contracts with Jostens and San Diego Graduate Supply (SDGS) to provide rentals of graduation gowns, caps, and tassels for high school commencement ceremonies for the 2022-23 school year.

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

1. Select one vendor (either Jostens or San Diego Graduate Supply) to provide rental gowns, caps, and tassels for commencement ceremonies. The District's preference for ordering with the provider is that Jostens is the first choice for ordering as their pricing is substantially lower than SD Graduate supply.
2. Obtain a quote from the vendor of choice for the number of gowns, caps and tassels to be rented. Gowns, caps and tassels 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:

Jostens Rental of Cap and Gown \$10.00 ea.

SDGS Rental of Cap and Gown \$13.50 ea.

The points of contact for each vendor are as follows:

Jostens: Mark Boyer, 760-807-1335, mark.boyer@jostens.com

SDGS: Glenn Millen, 619-884-4305, gmillen1@gmail.com

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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 vendor codes and budget string for the requisition:

Jostens Vendor Code: 0000001380; Contract No. SV21-0533-03

San Diego Graduate Supply Vendor Code: 0000025000; Contract No. SV21-0534-03

Budget String: XXXX-00070-00-4301-1000-1110-01000-1717

4. Vendor distributes rented items prior to graduation date.
5. Collect rented gowns, caps and tassels from each student after the commencement ceremony. Students no longer keep the caps and tassels as in past years.
6. Arrange a pick-up time with the vendor to collect the rented items.
7. The vendor will send an invoice to the school so that the Principal can certify that the school received the correct amount of gowns, caps, and tassels. The invoice must include the Purchase Order number and the following contract number for the vendor:
Contract No. SV21-0533-03 for Jostens
Contract No. SV21-0534-03 for San Diego Graduate Supply
8. Submit the original invoice, signed by the Principal, to Accounts Payable for payment **no later than June 16, 2023**.

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

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

Graduation Ceremony Ticket Sales

High school sites have two options for graduation ceremony ticket sales:

1. SchoolCash ASB Account 3206 ASB Optional Graduation Expenses:
 - a. ASB obtains approval to run as a fundraiser for the purpose of paying for graduation purchases beyond what the school/district budget covers (balloons, flowers, arches, other decorations, supplies, equipment not paid by the school, etc.), all income and expenses would go through this account.
 - b. At year-end, Account 3206 balance will carry over rather than be closed out to Account 3000 ASB General.
 - c. If your school currently has existing funds in Account 2611 and the student council has been approved for Account 3206, a transfer will need to be made from Account 2611 Clearing Graduation to Account 3206 Optional ASB Graduation Expenses.

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OR

2. SchoolCash Clearing Account 2611 “Clearing - Graduation” used in connection with school site/district resource 96000:
 - a. Schools can use the existing graduation clearing account to deposit the funds to, then by year-end, remit to their school’s budget (resource 96000) to offset graduation purchases made, all income would be deposited to the clearing account but expenses would be charged through the appropriate resource 96000 account.
 - b. Expenses should not be paid using Account 2611. Schools must plan ahead to issue payment through the appropriate District resources/accounts, or possibly use the site’s PCard if allowable.
 - c. Non-ASB activities should not be accounted for in the ASB financial records.

In both instances, the funds should be restricted to graduation costs. For resource 96000, any remaining funds should be restricted for future graduation costs.

Questions pertaining to the graduation ceremony ticket sales may be directed to Stacey Srsic (Seiders), Program Manager at sseiders@sandi.net.

APPROVED:



Jennifer Roberson, Ed.D
Instructional Support Officer