

**SITE OPERATIONS CIRCULAR NO. 1018**

Office of Secondary Schools

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 15, 2016

**To:** High School Site Administrators

**Subject:** CAPS AND GOWNS, 2016-17 SCHOOL YEAR

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

**(Due Date only if required)** June 16, 2017 (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 Jostens and San Diego Graduate Supply (SDGS) to provide rentals of graduation gowns, caps, and tassels for high school commencement ceremonies for the 2016-17 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.
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 \$15.95 ea

SDGS Rental of Cap and Gown \$18.95 ea

The Points of contact for each vendor are as follows:

Jostens: Mark Boyer, 760-807-1335, [mark.boyer@jostens.com](mailto:mark.boyer@jostens.com)

SDGS: Glenn Millen, 619-884-4305, [gmillen1@gmail.com](mailto:gmillen1@gmail.com)

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

San Diego Graduate Supply Vendor Code: 0000025000

**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 2016.
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. GD-17-0034-19 for Jostens  
Contract No. GD-17-0127-19 for San Diego Graduate Supply
8. Attach the original invoice, signed by the Principal, to the ePro requisition and send it to Accounts Payable for payment **no later than June 16, 2017**.

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.

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

APPROVED:



Cheryl Hibbeln

Executive Director, Secondary Schools