

## Purchase Requisitions, Conferences, Mileage, Travel, & Field Trip Processes

Date: March 25, 2022  
To: All Staff  
From: Delores Perley, Assistant Superintendent/Chief Business Officer  
RE: **District Processes - Purchase Requisitions, Conferences, Mileage, Travel, and Field Trips**

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We're excited to announce a change in a few of our processes that will make the submission, approval, and tracking of conferences, mileage, and travel authorization quicker and easier for everyone involved. Effective immediately, staff will fill out forms online via InformedK12 (IK12) rather than submitting a paper form. After today if you submit a paper form, you will be asked to submit the request through this online system. For information on the **Travel Guidelines**, please click [here](#). As a reminder, [purchase requisitions](#) are also to be submitted via InformedK12. Below are the links for the new online forms:

- [Conference Request Form](#)
- [Conference Reimbursement Form](#)
- [Mileage Reimbursement Form](#)

The [Field Trip Request](#) process was also moved online on January 23, 2022. All Field Trip requests are to be submitted via InformedK12. If you submit a paper form, you will be asked to submit the request through IK12.

PLEASE NOTE: As you know, this is only the first step for field trips. The forms to be filled out by parents/guardians (including medical information) remain the same, i.e., [Parent Forms](#). At some point, we hope to move these online via an appropriate platform. For more information about the complete process, please visit the website by clicking [here](#).

### ***District Field Trip Request Process:***

- **Step 1** Teacher or Coach
- **Step 2** Secretary
- **Step 3** Business Office – if the trip involves an outside vendor for transportation
- **Step 4** Principal
- **Step 5** Superintendent - if the trip is outside Santa Clara county
- **Step 6** Board of Trustees Approval – if the trip is out of state or overnight

These forms and procedures are also available on the District's website and can be found [here](#). SHS Staff, the [SHS Faculty Handbook](#) has been updated with the new processes and forms.

### ***What changes and improvements can you expect?***

- **Faster Processing Time:** The online form allows for approvals to be done online, which will speed up the time it takes to process your request.
- **Know the Status of Your Form:** Instead of having to call or email, you will now be able to check the approval status of your form online using a custom link that will be emailed to you after you submit your form.

### ***InformedK12 System:***

- **Watch the quick two-minute training materials applicable to you to get started!**
  - **Video:** [How to submit a form](#)
  - **Video:** [Intro to IK12 and tracking forms](#)
- **Activate and bookmark your account:** Please set up your account and bookmark your [Informed K12 homepage](#). After today if you submit a paper form, you will be asked to submit the request through InformedK12.
- **Note:** You do not need a login or password to fill out and submit forms; you can do this simply by clicking on the link above each time you need to submit a form.
- **Help Center:** If you need help submitting a form online, please refer to the Informed K12 [Help Center](#).

Please contact [Pola Michelle Alas](#) if you have any questions or feedback about the new process or feel free to contact your site Principal's Administrative Assistant.