

ADMINISTRATIVE CIRCULAR NO. 92
Office of Instructional Support

SAN DIEGO CITY SCHOOLS

Date: March 31, 2005

To: Senior High School Principals

Subject: ORDERING OF SENIOR HIGH
SCHOOL DIPLOMA COVERS

**Department and/or
Persons Concerned:** Principals, Secretaries, Registrars

Due Date: April 22, 2005

Reference: Procedure No. 5609

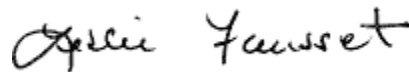
Action Requested: Submit e-Pro Requisition

Brief Explanation:

In order to start the bidding process for senior high school diploma covers, we are requesting that all schools needing diploma covers for 2004-2005 graduating seniors submit an e-Pro requisition no later than Friday, April 22, 2005.

The stock number for the diploma covers is 000000000000002064 (“old” #22-C-5900). The chartfield string is 5562 00070 00 4301 1000 1110 01000 0000. Be sure to fill in the school delivery location number. Use an estimated cost unit price of \$1.66.

If you have any questions, please contact Jan Kraklow, Office of Instructional Support at the Eugene Brucker Education Center, Room 2038, (619) 725-7237.



Leslie Fausset
Deputy Superintendent

MH:jlk

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