



Procurement Advisory

FY10-Travel and Conference Freeze

KEY THINGS TO REMEMBER:

1. Superintendent’s approval must be obtained prior to making travel or conference arrangements.
2. If approval is not obtained, travel and conference request will be rejected.
3. NO EXCEPTIONS

CONTACTS

- PSD Customer Service
(562) 654-9009
- River City Travel
(866) 907-7990
- Accounts Payable
(213) 241-4800

PROCUREMENT SERVICES DIVISION

POLICY, PROCEDURES & COMPLIANCE UNIT

333 S. Beaudry Ave, 28th Floor
Los Angeles, CA 90017

Phone: 213-241-3099

Fax: 213-241-8945

E-mail: psg-ppc@lausd.net

This Procurement Advisory implements procedures to comply with the Superintendent’s MEMO on November 20, 2009 entitled “Immediate Hiring, Travel/ Conference Attendance and Professional Development Freeze.” All District employees and parents must abide by this Procurement Advisory.

Effective November 20, 2009, a freeze on Travel and Conference/ Convention Attendance, Professional Development Contracts, Rental of Non-District Facilities, and Catering/ Refreshments has been implemented. Any requests for exemption shall be submitted for the Superintendent’s review with prior approval of the Local District Superintendent and/ or Senior Staff. Only requests that are essential to the operations of the school, office and District will be considered. In order to comply with the freeze, the District Credit Card Program has restricted the use of any Merchant Category Code (MCC), PD LV and PD CS that would fall under the freeze criteria.

Step 1. Each individual traveler must complete a Form 10.12. The Form must be completely filled out. If blanks are left, the form may be rejected. One Form 10.12 for a group of travelers is no longer accepted.

Step 2. Attach supporting documentation to your Form 10.12.

Step 3. The traveler must obtain the appropriate approval signature as indicated below.

PART I—PRIOR APPROVALS

Participant/Traveler	Prior Approval
Teacher	Principal
Assistant Principal/ Co-Administrator	Principal
Principal/ Early Education Center Site Administrator	Local District Superintendent or Designee Asst. Superintendent, DACE Asst. Superintendent, ECED
Local District-Non-School Based Staff	Local District Superintendent or Designee
Central Office – Non-School Based Staff	Director/ Division Head
Local District Director	Local District Superintendent
Central Office Director	Executive Management
Division Head	Executive Management
Executive Management/ Local District Superintendent	Superintendent of Schools
Parents	Any of the Above

In addition, the traveler must obtain the following approvals before submitting to the Superintendent for approval as indicated below:

PART II—PRIOR APPROVALS

School or Office	PRIOR APPROVAL
School based Employees	Local District Superintendent
Facilities Division	James Sohn
Operations Divisions	James Morris
Finance Division	Megan Reilly
Instructional Division	Judy Elliott
Executive Management	James Morris
General Counsel	David Holmquist

PART III—FINAL APPROVAL BY SUPERINTENDENT

Submit to the **Superintendent for final approval**. Send to Lilia Gonzales at 333 S. Beaudry, 24th floor, Los Angeles CA 90017, or lilia.gonzales@lausd.net.

Step 4. Upon receiving approval from the Superintendent, the traveler should provide approved Form 10.12 to P-Card holder for conference fee payment on P-Card. P-Card holder must contact the District Credit Card Program for processing of the conference fees since the MCC code, PD LV and PD CS is blocked. If the form does not have the appropriate approvals, the Cardholder must reject the form. Location must maintain copies of approved Form 10.12, Travel Expense Claim, receipts and supporting documentation for their records and have them available upon request for internal control verification.

Step 5. If travel is required, the traveler must fax a photocopy of the approved Form 10.12 to River City Travel, attention LAUSD Travel Desk at toll free fax number (866) 907-7990. Upon receiving the approved Form 10.12, River City Travel will make the travel arrangements such as airfare, hotel and rental car. If the Form 10.12 does not have the appropriate approvals, River City Travel will reject the Form 10.12.

Please note, only airfare can be charged to the travel account. The traveler’s location must have a travel account in order for River City Travel to charge airfare to the travel account. Although River City Travel will arrange for hotel and rental car reservations, these costs can not be charged on the P-Card or travel account. The traveler will need to pay for these expenses and seek reimbursement through the Travel Expense Claim reimbursement process.

Step 6. Within 30 days of date of travel, the attendee must complete and sign the Travel Expense Claim, last page on the Form 10.12 to obtain reimbursement for eligible expenditures. Each attendee must complete a separate Travel Expense Claim form and attach original receipt, page(s) of conference brochure that shows the date, place, time, and fees (do not include other pages of the brochure), cancelled checks, approved Form 10.12 and other documentation for itemized travel expenses. If not submitted within 30 days, the traveler runs the risk of not being reimbursed by Accounts Payable.

Step 7. Obtain approval from the approving administrator, in Approvals Part I, on the Travel Expense Claim form. Submit the approved Form 10.12 with the approved Travel Expense Claim form and original receipts, cancelled checks or credit card charges directly to Accounts Payable Section, Travel Desk, Beaudry 27th floor. Reimbursements will be sent to the address on record. To avoid reimbursement being sent to the wrong address, please verify that the correct address is on file with PSD Vendor Services.

Please submit a photocopy of original receipts on a 8½ by 11 sheet of paper and submit to Accounts Payable. Photocopies of the approved Form 10.12, Travel Expense Claim form, and photocopy of receipts must be kept on file at the traveler’s location and be available upon request.

Step 8. Reconciliation for conference fees on the P-Card and travel account must be to object code 5202.

If you have questions, please contact the PSD Central Customer Service team at (562) 654-9009.

Los Angeles Unified School District
Inter-Office Correspondence
Office of the Superintendent

TO: All Schools and Offices

DATE: November 20, 2009

FROM: Ramon C. Cortines, Superintendent

SUBJECT: IMMEDIATE HIRING, TRAVEL/CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT FREEZE

As a result of the financial challenges that we are currently facing, it is imperative that we ensure that every dollar we spend is essential to the operation of this District and, most importantly, supports our instructional mission. Therefore, effective immediately, I am placing a freeze on the following:

Hiring and Filling of Vacancies:

All vacant certificated, classified and unclassified positions at all schools and offices are frozen. Regardless of funding, no new employees are to be hired and no vacancies are to be filled. The only exceptions to this freeze are school-based classroom teacher positions, school principal, assistant principal, cafeteria manager, police officer, bus driver, teacher assistant, education aide, special education assistant and plant manager positions. The freeze also applies to the establishment of all new positions and requests to reallocate salaries of vacant positions to other positions.

Travel and Conference/Convention Attendance:

Regardless of funding source, all travel and conference/convention attendance will be suspended except for that which is deemed essential to the District, or is at no cost to the District.

Professional Development Contracts, Rental of Non-District Facilities, and Catering/Refreshments:

All procurements related to services for professional development contracts, rental of facilities and catering/refreshments are prohibited under the freeze.

Any requests for exemption shall be submitted for my review on the attached form with prior approval of the Local District Superintendent or Senior Staff. Please note that I will only consider requests that are essential to the operations of the school, office and District. These are difficult times for the District and we must be cognizant of every dollar expended. We owe it to our students, our parents, our employees and the taxpayers.

Thank you for your attention and compliance with this freeze.

Attachment

c: Members, Board of Education
James Morris
David Holmquist
Judy Elliott
Megan Reilly
Wendy Macy
Vivian Ekchian
Jerry Thornton
Jefferson Crain
Local District Superintendents

PROCUREMENT FREEZE EXCEPTION REQUEST

TO: Procurement Services Division **DATE:** _____

FROM: _____
Site Administrator

(School/Office)

Contact: _____ E-Mail: _____ Fax No: _____

SUBJECT: REQUEST FOR FREEZE EXEMPTION FOR SUPPLIES, EQUIPMENT AND SERVICES

A request for purchase/contract freeze exemption is being requested for:

- District Warehouse Order. SR No.:** _____
- Non-Stock Supplies/Equipment/General Services Order From an Outside Vendor.**
 Attach Completed Request for Procurement Action (Form - CS001) > \$72,400.
RX No.: _____
- Professional Services Agreement.** Attach Completed Request for Procurement Action
(Form - CS001) RX No.: _____
- Service/Task Order to Master Services Agreement.** Attach Completed Service Order Form
RX No.: _____
- Rental of Facilities.** Description: _____

RX No.: _____

Justification for Exemption: _____

Fund: _____ **Area:** _____ **Organization:** _____ **Program:** _____ **Object:** _____

Requesting Site Administrator _____ **Date:** _____
Print Name

Signature

<u>EXCEPTION ORIGIN:</u>	<u>AUTHORIZED BY:</u>	<u>SIGNATURE IS REQUIRED</u>	<u>DATE:</u>
School Based Employee	Local District Superintendent	_____	_____
Facilities Division	James Sohn	_____	_____
Operations Division	James Morris	_____	_____
Finance Division	Megan Reilly	_____	_____
Instructional Division	Judy Elliott	_____	_____
Executive Management	James Morris	_____	_____
General Counsel	David Holmquist	_____	_____
Superintendent	Ramon Cortines	_____	_____

Submit as follows:

Professional Services:
 Procurement Management Branch
 8525 Rex Road, Pico Rivera CA 90660
 Or fax to (562) 654-9017

Supplies or Equipment (stock or non-stock) & General Services:
 Procurement Services Center
 8525 Rex Road, Pico Rivera CA 90660
 or fax to (562) 654-9019

PROCUREMENT SERVICES DIVISION USE ONLY

Approved by: _____ To PSD for processing on _____

Denied. Comments: _____

Returned to requestor on _____.

P-CARD FREEZE EXCEPTION REQUEST
Procurement Services Division

Effective November 20, 2009, the Procurement Services Division has suspended some Merchant Category Codes (MCC) due to the Freeze. Please submit to Emily Duong, at emily.duong@lausd.net, fax to (213) 241-8945 or contact at (213) 241-3091.

Request Date		School/Office		Location Code	
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Mark the office with administrative oversight:

Central **1** **2** **3** **4** **5** **6** **7** **8**

Cardholder First Name		Cardholder Last Name		Employee ID	
Cardholder Phone #		Cardholder E-mail		Approving Official Name	

Type of Request: <input type="checkbox"/> ONE-TIME REQUEST <input type="checkbox"/> REINSTATE CARD <input type="checkbox"/> REINSTATE CARD FROM: _____ TO: _____	Purchase Information for One-Time Request: VENDOR NAME: _____ PURCHASE AMOUNT: _____ FUNDING LINE: <input type="checkbox"/> GRANT <input type="checkbox"/> GENERAL FUND FUND AREA ORG PROGRAM OBJECT
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Please provide a detailed explanation for the requested exception: (please attach separate page, if necessary)

Cardholder Signature		Date	
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Site Admin. Name		Site Admin. Phone #		Site Admin. Employee ID	
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Site Admin. Signature		Date	
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Exception Origin:	Authorized by:	Date	Signature:
School Based Employee	Local District Superintendent		
Facilities Division	James Sohn		
Operations Division	James Morris		
Finance Division	Megan Reilly		
Instructional Division	Judy Elliott		
Executive Management	James Morris		
General Counsel	David Holmquist		
Superintendent	Ramon Cortines		

Procurement Services Division Use Only

Do not write below this line

Processed: <input type="checkbox"/> Yes <input type="checkbox"/> No By: _____	Authorized By: _____	Signature: _____	Date: _____
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