

REQUEST FOR USE OF NON-DISTRICT FACILITY/CATERING

Please be aware of the following when requesting to rental of non-District facility and/or catering:

1. The Procurement Services Group (PSG) is the only group authorized, via Board-delegated authority, to bind the District contractually.
2. Assignment of Timelines. As a result of the timing associated with processing, negotiating, and issuing of contracts and purchase orders, PSG has implemented a 10 business day processing timeline. Requests must be received 10 business days prior to the scheduled event/conference. If you do not submit within 10 business days, your request will not be processed in time for your event.
3. PSG has revised the Request for Use of Non-District Facility/Catering Form to reflect applicable policy changes. Effective immediately, all requests must be accompanied by this form. In addition, monetary modifications/changes to a signed contract and/or purchase order require the submission of a new form.
4. You must obtain appropriate approvals signatures and funding lines prior to processing by PSG.
5. It is the responsibility of the requesting school or office to work directly with the Accounts Payable Branch and/or the Vendor to reconcile invoice discrepancies.
6. Submit to:

Procurement Management Branch
8525 Rex Road
Pico Rivera CA 90660
(562) 654-9017 fax
(562) 654-9017

**LOS ANGELES UNIFIED SCHOOL DISTRICT
 REQUEST FOR USE OF NON-DISTRICT FACILITY/CATERING**

| | | | | | |
|---|-------------|-------------|------------|-------------|------------|
| <input type="checkbox"/> Create Purchase Order: RX #: _____ | Fund: _____ | Area: _____ | Org: _____ | Prog: _____ | Obj: _____ |
| <input type="checkbox"/> Amend Purchase Order: PO #: _____ | Fund: _____ | Area: _____ | Org: _____ | Prog: _____ | Obj: _____ |
| | Fund: _____ | Area: _____ | Org: _____ | Prog: _____ | Obj: _____ |

1. REQUESTOR INFORMATION:

School or Office: _____ Date: _____

Contact Person: _____ Telephone: _____
Print Name and Title

E-Mail: _____

Rationale for Use of Non-District Facility: *(Please explain reason for event and specify type of training.)*

Please explain what attempts have been made to hold event at a District facility: *(What type of negotiations.)*

List of Required Equipment (e.g. microphone, podium): _____

2. EVENT OR CONFERENCE INFORMATION Rental Facility Catering Vendor/Hotel Agreement
Check if hotel agreement is attached.

Rental Dates: _____

Name of Suggested Facility: _____

Address of Suggested Facility: _____

City: _____ Zip Code: _____ Telephone No.: _____

Facility Contact Person: _____ E-Mail: _____

Number of Participants: _____ Total Cost: \$ _____
The District will not pay expenditures in excess of purchase order amount without prior authorization.

APPROVALS – Please review the approval thresholds in the Procurement Manual to obtain the corresponding approvals. Your request will not be processed if the appropriate approvals are not obtained.

| | | |
|---|-------------------------------|-------------|
| _____ | _____ | Date: _____ |
| <i>Principal/Department Head(Office)</i> | <i>Print Name & Title</i> | |
| _____ | _____ | Date: _____ |
| <i>Senior Staff/Local District Superintendent</i> | <i>Print Name & Title</i> | |
| _____ | _____ | Date: _____ |
| <i>Superintendent – over \$250,000</i> | <i>Print Name & Title</i> | |

NOTE: Processing Timelines: Please allow 10 business days to process request. Incomplete forms may delay processing timelines.