



Los Angeles Unified School District Headquarters  
Office of the Building  
Division Authorized Signatures

DIVISION NAME:

FLOOR/S:

		Check all that apply:									
		A	B	C	D	E	F	G	H	I	J
NAME (Please Print)	SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME (Please Print)	SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME (Please Print)	SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME (Please Print)	SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME (Please Print)	SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INDIVIDUALS ARE AUTHORIZED TO APPROVE THE INDICATED FORMS AND REQUESTS.

Senior Leadership Division Head Approval:

X \_\_\_\_\_  
NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Authorization Legend:**

- A** ACCESS BADGE REQUESTS: Authorizes issuance of photo ID badges and associated access into the building and floors\*
- B** VISITOR MANAGEMENT SYSTEM ACCESS: Authorizes visitor access into the building and special after-hours access for staff
- C** AFTER-HOURS REQUESTS: Authorizes lighting and air conditioning billing and access after-hours
- D** PARKING VALIDATIONS BOOK REQUESTS: Authorizes requests for visitor parking validations (and chargeback where applicable; i.e. special events where additional operations staffing or parking is required)
- E** DEPARTMENT STAFFING UPDATE: Authorizes the preparation and submittal of updated staff data to the Office of the Building
- F** PROPERTY REMOVAL: Authorizing the transfer and/or removal of property
- G** WORK ORDERS: Authorizes charges for **special work** requested by divisions/departments
- H** MACs: Authorizes moves, adds, physical changes and the associated charges for services provided
- I** KEYS: Authorizes the issuance of keys to private offices, cubicles or storage rooms
- J** OTHER: \_\_\_\_\_

\* - Access to the 24th floor, the auxiliary board room areas and certain other restricted areas requires special approval from the Office of the Superintendent and/ or the Board Secretariat's Office.

**NOTE:** Authorized signatures form should be updated annually **OR** as staffing changes occur.



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

**LAUSD Administrative Headquarters**  
**Division Authorized Signatures Form, Policy & Procedures**

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**Guidelines**

Via the updated Division Authorized Signatures Form, each Division Chief should submit and regularly update their list of **up to five (5) authorized signers** to submit requests to the Office of the Building.

These signatures enable specific individuals from a Division to sign for property removals, authorize building access, work orders, changes to staff rosters, after-hours lighting and air conditioning requests and charges, visitor authorizations, parking validation books, etc.

**Responsibility**

The Division Authorized Signature Form will be processed as follows:

1. The Division Chief will approve **one list of up to five authorized signers** who may approve building services or access requests.

**Division Chiefs/Heads:**

- Chief Academic Officer
- Chief Employee Support & Labor Relations
- Chief Facilities Executive
- Chief Financial Officer
- Chief Human Resources Officer
- Chief Information Officer
- Chief School Climate, Culture Safety
- Chief Strategy Officer
- Chief Special Education, Equity Access
- General Counsel
- Inspector General

2. Each Division Chief is responsible for initiating new and updated Division Authorized Signature requests for his or her division.

3. Each Division Chief is also responsible for initiating requests to remove staff from the Division Authorized Signatures list when previously approved signers leave the Division or move to another department.

4. Signatures submitted are then used by the Office of the Building and building Security to cross check written requests to prevent unauthorized services or building access.

## **Procedures**

1. To obtain approval for authorization to expend funds, allow access and property removal, a Division Authorized Signatures Form (included below) must be completed.

- The Division Authorized Signatures Form **must include names and signatures** of up to five staff members who are approved to sign off on various requests identified below under “Uses of Authorized Signatures”.
- The Division Authorized Signatures Form **must also include the signature of the Division Chief** approving the list of authorized signers for his or her division.

2. Completed Division Authorized Signatures Forms can be forwarded to: [officeofthebuilding@lausd.net](mailto:officeofthebuilding@lausd.net) or hand delivered to: Office of the Building, 2<sup>nd</sup> Floor, Suite 204.

Forms submitted for each division are kept by the Office of the Building, with copies maintained at the main security console in the first floor lobby to allow Security to verify signatures.

## **Uses of Authorized Signatures**

Authorized signatures allows the processing of the following requested items:

### A. Access Badge Requests:

- Authorizes issuance of photo ID badges and associated access into the building and floors

### B. Visitor Management System Access:

- Authorizes visitor access into the building and special after-hours access for staff

### C. After-hours Requests:

- Authorizes lighting and air conditioning billing and access after-hours

### D. Parking Validation Book Requests:

- Authorizes requests for visitor parking validations (and chargeback where applicable (i.e. special events where additional operations staffing or parking is required.)

### E. Department Staffing Update:

- Authorizes the preparation and submittal of updated staff data to the Office of the Building

### F. Property Removal:

- Authorizes the transfer and/or removal of property

G. Work Orders:

- Authorizes charges for special work requested by divisions/departments

H. MAC (Moves, Add, and Changes) Form:

- Authorizes moves, adds, physical changes and the associated charges for services provided

I. Keys:

- Authorizes the issuance of keys to private offices, cubicles or storage rooms

Office of the Building or Security personnel accepting a request will verify the name of the authorizing individual and the authenticity of the signature by comparing it to the Division Authorized Signatures Form.

Requests without verified signatures **will be returned** to initiating divisions without action.

Without a valid authorization, there may be delays when removing property from the premises, receiving billable services, or obtaining the requested access. Electronic or rubber-stamp signatures on the Division Authorized Signatures Form will not be accepted.

To obtain a copy of the most recent Division Authorized Signatures form currently on file, or for an electronic version of the Division Authorized Signature Form, please contact the Office of the Building, at (213) 241-1320 or email: [officeofthebuilding@lausd.net](mailto:officeofthebuilding@lausd.net).