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TO: All LAUSD Beaudry Occupants

FROM: Morlin Management – Beaudry Facilities Services

DATE: April 29, 2004

RE: Vendor Solicitation Policy
Charity & Fundraising Events Procedures
LAUSD Central Administration Building

No Solicitation Policy

The LAUSD Central Administration Building (333 South Beaudry Avenue) has a “no solicitation” policy.

Vendors are only allowed in the building at the request of a department head and with an appointment. If someone visits your department uninvited for the purposes of soliciting business, please ask them to leave the building. Contact Morlin Management (213-241-1320) or Building Security (213-345-9629).

If you have an appointment with a vendor, please inform them that they are not allowed to solicit business or leave flyers in other departments before or after your meeting. Such activity is disruptive to District business.

Charity and Fundraising Events

All charity and fundraising events that involve an outside company or vendor must be coordinated through Morlin Management. We will help facilitate the necessary approvals and coordinate the use of any common facilities – such as the A-Level Cafeteria.

Reminder: Do not post event notices and flyers anywhere except the lobby bulletin boards!

If you have any questions or concerns, please contact Morlin Management at (213) 241-1320.

Thank you for your consideration.