

LOS ANGELES UNIFIED SCHOOL DISTRICT
PROCUREMENT SERVICES DIVISION

Request for After-the-Fact Purchase/Contract Approval

Please complete all sections. The information on this form will be submitted to the Board of Education as part of the Board report.

*A representative should be available at the Board Meeting to speak regarding the extenuating circumstances, if necessary (i.e.: Principal, Region Superintendent, Cabinet Member, etc.).

Request Date: _____

Section I: Client/Contract Sponsor

School/Office: _____ Location Code: _____ Region: _____ BD: _____
Contact Person: _____ Title: _____
Phone: _____ Email: _____

Section II: Type of Transaction

Contract Amendment Purchase Order Other Type of Agreement/Obligation: _____

Section III: Type of Purchase

Material-Supply/Equipment Amount: _____
 Services-Professional/General Amount: _____
 Other: _____ Amount: _____

Section IV: Vendor Information

Vendor Name: _____ Contact Person: _____
Address: _____
Phone: _____ Email: _____

Section V: Additional Information

Type of Good or Service: _____ Service Date(s): _____

Please explain in detail why the standard District policy and procedures were not followed. Were the services completed? If not, why?

What change(s) have been put into place to prevent Procurement policy and procedure violations from occurring in the future?

