






	TYPE	TIMELINE	DOCUMENTATION
 <b>P-Card</b>	Purchasing Goods and General Services up to \$10,000 and under	Immediate	None
 <b>P-Card</b> (Exception or card declines)	<ul style="list-style-type: none"> <li>Special purchase of restricted items requiring Credit Card Exception</li> <li>Decline due to MCC (Merchant Category Code)</li> <li>Purchase over \$10,000 and vendor won't accept PO</li> </ul>	<b>2 Business Days Or Less</b>	Exception Request Form submitted to your Regions P-Card Representative: West- <a href="mailto:Sarah.Gomez1@lausd.net">Sarah.Gomez1@lausd.net</a> South- Vacant North- <a href="mailto:Garrison.Wong@lausd.net">Garrison.Wong@lausd.net</a> East- <a href="mailto:Jesus.Sandoval1@lausd.net">Jesus.Sandoval1@lausd.net</a> Adult Schools and Central Offices- <a href="mailto:Martha.Viramontes@lausd.net">Martha.Viramontes@lausd.net</a> <a href="#">Credit Card Exception Request Form</a>
<b>To Initiate Procurement Request</b>	Purchasing Goods and General Services up to \$10,000	<b>No More Than 3 Business Days</b>	Not Required
	Purchasing Goods and General Services \$10,001 to \$114,800 (State Bid Limit)	<b>No More Than 15 Business Days</b>	1 verifiable quote + 2 additional quotes if available
	Purchasing Goods and General Services over \$114,800 (State Bid Limit)	<b>Timelines Vary</b>	<ul style="list-style-type: none"> <li>Request for Procurement Action Form (RFPA)</li> <li>Product specifications</li> <li>Results in a formal solicitation using Invitation to Bid (IFB)</li> </ul>
	Professional Services up to \$25,000	<b>15 Business Days</b>	<ul style="list-style-type: none"> <li>1 verifiable quote required, 2 additional quotes if available, certificate of insurance</li> </ul>
	Professional Services \$25,001 to \$250,000	<b>Timelines Vary</b>	<ul style="list-style-type: none"> <li>Request for Procurement Action Form (RFPA)</li> <li>Statement of work</li> <li>Evaluation criteria</li> <li>Proposal Submittal Requirements <i>Procurement will run an Informal Request for Proposal (IRFP)</i></li> </ul>
	Professional Services Over \$250,000	<b>Timelines Vary</b>	<ul style="list-style-type: none"> <li>Request for Procurement Action Form (RFPA)</li> <li>Statement of work</li> <li>Evaluation criteria</li> <li>Proposal Submittal requirements <i>Procurement will run a formal Request for Proposal (RFP)</i></li> </ul>
 <b>Travel</b>	Airfare and pre-paid hotel booking for approved travel requests	<b>1 Business Day</b>	<ul style="list-style-type: none"> <li>ATRN or Fieldtrip</li> <li>Approved Travel Freeze, Credit Card Exception Form (<i>if over \$10,000</i>)</li> </ul>

## PSD CONTACT LIST:

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