




This guide is to provide schools and offices the various purchasing methods available to procure different types of services, and the documentation needed in order to process procurement requests. Please note that Procurement staff will review and oversee procurement processes, compete further as needed, and generate requests/purchase orders after consulting with schools/offices.

Method of Purchase	Type of Purchase	Standard Timeline (if all needed documentation is submitted with request)	Documentation Required to Meet Timeline
 P-Card	Purchasing Goods and General Services up to \$5,000	Immediate	None
 P-Card (If exception needed or card declined)	<ul style="list-style-type: none"> Special purchase of restricted items requiring Credit Card Exception Decline due to MCC (Merchant Category Code) Purchase over \$5,000 and vendor won't accept PO 	2 Business Days Or Less	Exception Request Form (include explanation, funding, invoice/quote, dollar amt.) to P-Card representative. Region East: Delia.Velasco@lausd.net Region North: Maryjane.Montilla@lausd.net Region South: Martha.Viramontes@lausd.net Region West: Sarah.Gomez1@lausd.net Central Offices: Martha.Viramontes@lausd.net
 SAP shopping cart request to generate purchase order	Purchasing Goods and General Services up to \$5,000	3 Business Days Or Less	<ul style="list-style-type: none"> 1 quote is recommended (P-Card use is highly encouraged)
	Purchasing Goods and General Services \$5,001 to \$109,300 (State Bid Limit)	15 Business Days Or Less	<ul style="list-style-type: none"> 1 verifiable quote required, 2 additional quotes if available
	Purchasing Goods and General Services over \$109,300 (State Bid Limit)	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Product specifications Procurement will run a formal Invitation for Bid (IFB process)
	Professional Services up to \$25,000	15 Business Days Or Less	<ul style="list-style-type: none"> 1 verifiable quote required, 2 additional quotes if available, certificate of insurance
	Professional Services \$25,001 to \$250,000	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Statement of work Evaluation criteria Proposal submittal requirements Procurement will run an Informal Request for Proposal (IRFP).
	Professional Services Over \$250,000	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Statement of work Evaluation criteria Proposal submittal requirements Procurement will run a formal Request for Proposal (RFP).
 T-Card	Airfare and pre-paid hotel booking for approved travel requests	1 Business Day	<ul style="list-style-type: none"> ATRN or Ifieldtrip Approval Approved Travel Freeze Form Credit Card Exception Form (if over \$2,000)

REGION BUYER CONTACT LIST

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