






	TYPE	TIMELINE	DOCUMENTATION
 P-Card	Purchasing Goods and General Services up to \$5,000 and under	Immediate	None
 P-Card (Exception or card declines)	<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	<i>Exception Request Form submitted to your Regions P-Card Representative:</i> West: Sarah.Gomez1@lausd.net South: Maryjane.Montilla@lausd.net North: Garrison.Wong@lausd.net East: Jesus.Sandoval1@lausd.net Adult Schools and Central Offices- Martha.Viramontes@lausd.net Credit Card Exception Request Form
To Initiate Procurement Request	Purchasing Goods and General Services up to \$5,000	No More Than 3 Business Days	Not Required
	Purchasing Goods and General Services \$5,001 to \$114,800 (State Bid Limit)	No More Than 15 Business Days	1 verifiable quote + 2 additional quotes if available
	Purchasing Goods and General Services over \$114,800 (State Bid Limit)	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Product specifications Results in a formal solicitation using Invitation to Bid (IFB)
	Professional Services up to \$25,000	15 Business Days	<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 <i>Procurement will run an Informal Request for Proposal (IRFP)</i>
	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 <i>Procurement will run a formal Request for Proposal (RFP)</i>
 Travel	Airfare and pre-paid hotel booking for approved travel requests	1 Business Day	<ul style="list-style-type: none"> ATRN or Fieldtrip Approved Travel Freeze Form Credit Card Exception Form (if over \$2,000)

PSD CONTACT LIST:

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