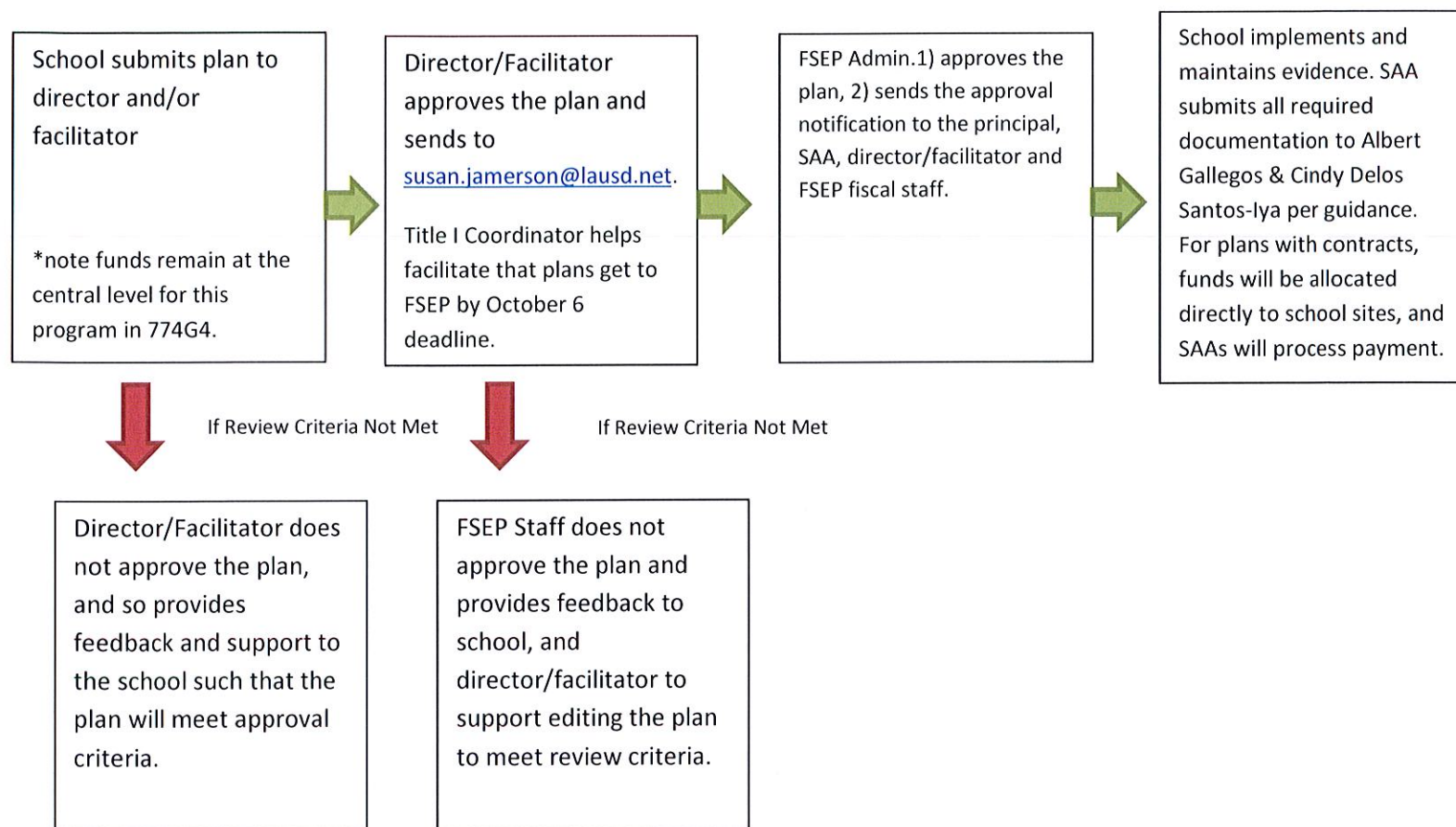


Overview of Accessing Funds for Pairing: The funding for Pairing/Triads is in program code 774G4 and will be processed centrally with the exception of contracts. Principals must ensure that all documentation for time reporting and materials ordered have been submitted to FSEP to ensure timely processing. FSEP will process pairing expenditures, time reporting documents related to pairings (or triad), and create control sheets to monitor funding and balances for each school in a pairing (or triad). If a contract is identified in an approved plan, funds will be transferred to program code 774V4 at the school site. The school will then develop a contract with the vendor following the procurement procedures. The SAA will create the shopping cart for the contract, process Goods Receipt in SAP, and maintain related documentation.

| Pairing/Triads | Policy and Documentation | Documentation Submitted to: |
|-----------------------|---|---|
| APPROVAL FOR ANY SUBS | If Teacher Release Days are identified in your plan, you must submit a request to your Local District to secure dates. | Submit documentation electronically to Albert.Gallegos@lausd.net and Cindy.delossantos@lausd.net |
| TIME REPORTING | <p>For Teachers and/or Coaches, the following documents are required:</p> <ul style="list-style-type: none"> • CORE Waiver Time Reporting Template (i.e. sign-in Attachment C) • Meeting agenda • Federal & State Training Certification Form (Attachment H) <p>For Admin X Time, the following documents are required:</p> <ul style="list-style-type: none"> • Request for Extra Duty Pay for Certificated Administrators (Form 9051- must be approved by supervisor PRIOR to the event) • CORE Waiver Time Reporting Template (e.g. sign-in Attachment C) • Meeting agenda • Federal and State Training Certification Form (Attachment H) | Submit documentation electronically to Albert.Gallegos@lausd.net and Cindy.delossantos@lausd.net |
| BOOKS OR MATERIALS | To purchase books and/or materials, schools must keep records of a quote that includes the total cost, titles, quantity and vendor information. | <p>Submit documentation electronically to Bernie.Aguas@lausd.net and Cindy.delossantos@lausd.net.</p> <p>*A copy of the packing slip for goods that have been received should be submitted electronically to Bernie.Aguas@lausd.net</p> |
| CONFERENCE ATTENDANCE | <p>If school site staff will attend a conference, the following process and documents must be completed:</p> <ul style="list-style-type: none"> • <i>Before the conference:</i> Submit Request for Travel and Attendance Form for each participant (10.12.1 form Attachment A) • <i>After the conference:</i> Submit Travel Expense Claim Form (10.12.1 form Attachment B) with original receipts and a program agenda after the conference. If mileage is included, a set of google map directions must be included. | Submit documentation electronically to Ramona.Alonzo@lausd.net , Albert.Gallegos@lausd.net , and Cindy.delossantos@lausd.net . |
| CONTRACTS | A contract must be developed in advance of any work beginning with the vendor. Contracts can be from our bench (see vendors at REF-6465.1) If desired vendor is not on the current bench, schools must follow the Procurement protocols, and seek three quotes for desired service (i.e. informal bids from 3 vendors must be obtained for contracts up to \$250,000). | SAA will maintain documentation at the school site. |

Pairing Plan Approval Process



NOTE: It is strongly recommended that relevant Local District staff meet to review this process and establish their communication system to ensure this process goes smoothly.