



Believe ♦ Behave ♦ Become

Calendar Dates

Administrative Professionals Week	4/22-4/28
School Bus Drivers Appreciation Day	4/24
Denim Day	4/25
Foundations Training Selected Middle	4/25-4/26
After the Bell	5/10
SAA Meeting	5/17
Principals' Meeting	5/23
Safe Passages	5/24
Memorial Day Observed	5/28
Assistant Principals Meeting	5/30

What's Due

April Water Flushing	5/1
April On-line Metal Detection	5/1
ROIs due On-Line	5/31

Friday Operation's Brief

THANKS
FOR
BEING
AWESOME

Staff Appreciation

Budget season is over; student testing is almost over; and the school year will end before we know it. As leadership teams begin wrapping up the school year, the season to show our appreciation to those who inspire and influence our students' lives are upon us. Administrative Assistants' Day is April 25th. Teacher Appreciation Day is May 8th. "Every action leaders take sends ripples through their organization." -Fullan

Nursing Service Update—Tdap

Thank you for your continued partnership in removing barriers to student success, including ensuring all of our students are up-to-date on their immunizations. As a result of your hard work, Local District Central is 68% compliant.

As a follow-up to the interoffice correspondence sent to principals on February 7, 2018 regarding the Tdap Awareness Campaign, our office will receive weekly Tdap compliance reports. We encourage that schools target 6th grade students as a proactive and preventative measure to ensure that the entering 7th grade students are not excluded for non-compliance at the beginning of the 2018-19 school year.



There are immunization clinics open throughout the District to support families in receiving immunizations and helping students stay in school. Attached is a list of school-based health clinics (Attachment 1).

Consolidated Charitable Campaign Update

As the 2018 Consolidated Charitable Campaign is coming to a close, we are thrilled to receive each school's contribution and are grateful to everyone that has donated to the Charitable Campaign. We are excited to share that Local District Central schools have reached our goal for the week. We have raised \$25,000 so far. Great Job LD Schools!

If you have any questions regarding the Campaign, please do not hesitate to contact your LD Central CCC Coordinators Ricardo Lopez at (213) 241-0137 or Veronica Real at (213) 241-3906. The final CCC checks should be sent via District mail to: Beaudry, LD Central, 11th Floor, Attention: Veronica Real or you can call to make arrangements so that we can pick up the envelopes.

Let's make Local District Central #1!

Congratulations! 86 LD Central schools with 100% Attendance Submittal cumulative from 8/15/17 to 4/16/18

20th Street Elementary	Franklin Avenue Elementary
24th Street Elementary	Franklin High School Magnet
49th Street Elementary	Glassell Park Elementary
Adams Middle SchoolMag	Glenfeliz Boulevard Elementary
Aldama Elementary	Gratts Learning Academy for Young Scholars
Alexandria Avenue Elementary	Hooper Avenue Elementary Dual Language Spanish
Allesandro Elementary	Hooper Avenue Primary Center
Aragon Avenue Elementary	Hoover Street Elementary
Ascot Avenue Elementary	Huerta Elementary School
Atwater Avenue Elementary	Ivanhoe Elementary
Aurora Elementary	Jones Primary Center
Buchanan Street Elementary	Kahlo Continuation High
Commonwealth Avenue Elementary Mag	Kim Elementary School
Dorris Place Elementary	Lanternman High School
Downtown Business Magnet	Marshall Senior High Mag
Eagle Rock Elementary	Main St Elementary Dual Language Spanish
Elysian Heights Elementary	Mayberry Street Elementary Dual Language Spanish
Esperanza Elementary	Plasencia Elementary
Foshay Learning Center	

University of Southern California honors PSW with the Heart of Social Work Award

LD Central School Mental Health is proud to announce that Guisela Carrerra, PSW at Charles White Elementary and Gratts Learning Academy for Young Scholars, is receiving the 2018 Heart of Social Work Award. This award is given to individuals who have provided outstanding, innovative service through field education, collaboration, and teaching. Each year the University of Southern California (USC) honors a PSW who demonstrates exemplary work and support of student interns from the USC Master of Social Work (MSW). As a field instructor and intern supervisor, Ms. Carrerra had the opportunity to mentor prospective MSWs and develop leadership skills. PSW Carrerra will be formally honored at the USC Annual Field Luncheon on May 7, 2018.

Congratulations Guisela!



Attend 'til the End!

As we continue to promote attendance in the last few weeks of the year, schools are making various efforts in our "Attend 'til the End" campaign. What is your school doing to motivate students to "Attend 'til the End?" These are a few of this month's activities:

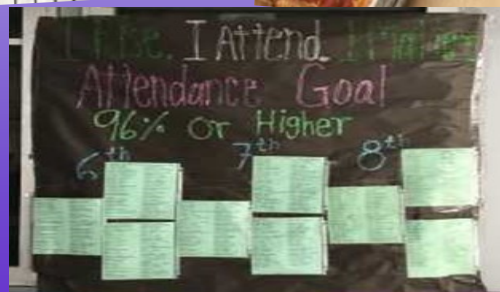
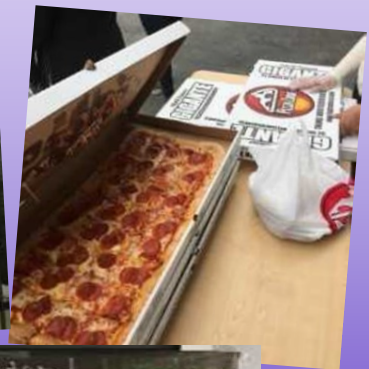


Counselors at West Adams collaborated on the "1st Annual Kickball Tournament" in an effort to increase school spirit and promote good attendance! About 25 teachers and staff went up to the plate, eager to defeat their students, and after playing an exciting game, tied to the student team, the "Plug Walkers" but lost in a final "kick off."



The team at Obama Global Prep Academy collaborated to coordinate a community resource fair, connecting students and families to resources that will support them in overcoming barriers affecting attendance. Participating organizations included local high schools and colleges, non-profit organizations and the LA Public Library. Participating students were given a "passport" and had the opportunity to enter it into a raffle.

Clinton Middle School is celebrating good attendance by spotlighting students who are meeting the 96% goal. Students were also given a Pizza Challenge and winners received their pizza in the quad during lunch. As the last day of the school year approaches, Clinton MS is counting down using a banner at the front entrance for all to see!



Restorative Justice: 3-tier, School-wide Model



Restorative Justice (RJ) is a set of principles and practices inspired by indigenous values used to build community, respond to harm/conflict and provide individual circles of support for students. By building, maintaining and restoring relationships between members of the entire school community, we help to create an environment where all students can thrive. RJ is implemented through a 3-tier, school-wide model.

Tier 1: Community Building (Prevention/Relate)

Tier 1 is characterized by the use of social emotional skills and practice (classroom circles) to build relationships, create shared values and guidelines, and promote restorative conversations following behavioral disruption. The goal is to build a caring, intentional, and equitable community with conditions conducive to learning.

Tier 2: Restorative Processes (Intervention/Repair)

Tier 2 is characterized by the use of non-punitive response to harm/conflict such as harm circles, mediation, or family-group conferencing to respond to disciplinary issues in a restorative manner. This process addresses the root causes of the harm, supports accountability for the offender, and promotes healing for the victim(s), the offender, and the school community.

Tier 3: Supported Re-Entry (Individualized/Re-Integrate)

Tier 3 is characterized by 1:1 support and successful re-entry of youth following suspension, truancy, expulsion or incarceration. The goal is to welcome youth to the school community in a manner that provides wraparound support.

Notification of Displacements

If your school is projected to lose one or more positions for the 2018-19 SY in either General Education, Special Education, and/or Unfunded Out-of-Classroom or Unfunded CSR/Intervention positions, that **Notification of Displacements will be due no later than Friday, May 11, 2018.**

If applicable, 2018-19 loss of positions may result from the following:

- A. E-Cast Teacher Projection Loss (General Education, Special Education), including Counseling (Secondary Schools)
- B. Unfunded Out-of-Classroom Position(s)
- C. Unfunded Class-Size Reduction Teacher(s)
- D. Unfunded Intervention Teacher(s)
- E. Teacher Reassignment information (hrf 4132) is to be used for Out-Of-Classroom staff

Many of you have already been in communication with our office and Staff Relations regarding the Notification of Displacements. We appreciate your efforts in submitting the displacement information (Scan/E-mail, Fax or Original School Mail). We will continue to follow-up with individual schools.

Work within your Director Networks in reassigning any displaced teachers. To support each other in being fully staffed for the 2018-19 SY, studies demonstrate that staffing early can make a significant difference in teacher quality. Please do not hesitate to contact William Masis or Carol Shimizu, Personnel Specials at 213-241-4580.

Staff Relations Updates

REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for a copy of the mandatory coverage, please see Attachment 2 or contact your Staff Relations Field Director. For your convenience Attachment 3 is a fillable Word Document.



Kindergarten Oral Health Assessment Mandate



California Education Code mandates an oral health assessment for all kindergarten and first grade students not previously enrolled in a public school. Parents/Guardians must present evidence of having an oral health assessment by May 31 of the school year. This assessment may be performed by a licensed dentist or registered dental health professional. Schools are required to notify parents or guardians of this requirement, usually in the enrollment school packets, in the form of a notification letter with the Assessment/Waiver form.

Each school is required to collect Assessment/Waiver forms and enter data in MiSiS by **May 31st** of each school year. Please refer to [BUL-3585.6 Oral Health Assessment for Kindergarten or First Grade](#) for notification templates and guidelines on inputting data into MiSiS.

For low cost and free dental services, please visit the L.A. Trust for Children's Health website thelatrust.org/ohi-oral-health-resources/.

Procurement Reminders

- ◆ Procurement deadlines are soon approaching. Please see attached MEM-6016.5 (Attachment 4).
- ◆ Please continue to enter receivers as soon as products are delivered or services rendered.

Cut-off Dates for all SAP Transaction:

TRANSACTION TYPE FOR SCHOOLS AND OFFICES	CUT-OFF DATE
P-Card and T-Card Purchases	5/4/2018
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/15/2018
Low Value Purchase Orders for Good/Services	5/10/2018 (8:00 pm)
Shopping Cart for Non-Stock Purchases—Over \$25,000	5/4/2018
Shopping Cart for Book and Instructional Materials Orders	5/21/2018
Shopping Cart for Book Orders – State Adopted	5/21/2018



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICTS CENTRAL, SOUTH & WEST
SCHOOL-BASED CLINICS

FREE IMMUNIZATIONS AVAILABLE

Offering immunizations to eligible children ages 1-18:



- Uninsured
- Medi-Cal recipient
- Alaskan or Native American



CALL THE CLINIC NEAREST YOU FOR MORE INFORMATION

CLINIC NAME	CLINIC HOURS	WALK-IN IMMUNIZATIONS
Foshay Health Center (LD CENTRAL) 3751 South Harvard Boulevard Los Angeles, CA 90018 323-846-2001	Monday – Friday 8:00 AM – 3:30 PM	<u>Call first</u> <u>323-846-2001</u>
SEPA Center Clinic (LD CENTRAL) @ Betty Plasencia Elementary School 1339 Angelina Street Los Angeles, CA 90026 213-482-1301	Monday – Friday 8:00 AM – 3:30 PM	<u>Monday – Friday</u> <u>8:00 AM – 2:00 PM</u>
Diego Rivera Learning Center Immunization Clinic (LD SOUTH) 6100 South Central Avenue Los Angeles, CA 90001 323-846-2001	Monday, Wednesday & Friday 7:30 AM – 2:30 PM	<u>Monday, Wednesday & Friday</u> <u>7:30 AM – 2:00 PM</u>
Hollywood High School Clinic (LD WEST) 1521 North Highland Avenue Los Angeles, CA 90028 323-993-2355	Monday – Friday 8:00 AM – 3:30 PM	<u>Call first</u> <u>323-993-2355</u>
Mark Twain Middle School Immunization Clinic (LD WEST) 2224 Walgrove Avenue Los Angeles, CA 90066 310-305-3100	Tuesday & Thursday 7:30 AM – 2:30 PM	<u>Tuesday & Thursday</u> <u>7:30 AM – 2:00 PM</u>



DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
DISTRITOS LOCALES CENTRAL, OESTE Y SUR
CLÍNICAS DE SALUD EN PLANTELES ESCOLARES

VACUNAS GRATIS DISPONIBLES

Ofreciendo vacunas a niños elegibles de edades 1-18:



- Sin seguro medico
- Miembro de Medi-Cal
- Alaskan o Native American



LLAME A LA CLÍNICA MÁS CERCA PARA MÁS INFORMACIÓN

NOMBRE DE LA CLÍNICA	HORAS DE SERVICIO	VACUNAS SIN CITA
Foshay Health Center (DL CENTRAL) 3751 South Harvard Boulevard Los Angeles, CA 90018 323-846-2001	Lunes a Viernes 8:00 AM a 3:30 PM	<u>Llamar antes de venir</u> <u>323-846-2001</u>
SEPA Center Clinic (DL CENTRAL) @ Betty Plasencia Elementary School 1339 Angelina Street Los Angeles, CA 90026 213-482-1301	Lunes a Viernes 8:00 AM a 3:30 PM	<u>Lunes a Viernes</u> <u>8:00 AM a 2:00 PM</u>
Diego Rivera Learning Center Immunization Clinic (DL SUR) 6100 South Central Avenue Los Angeles, CA 90001 323-846-2001	Lunes, Miércoles y Viernes 7:30 AM a 2:30 PM	<u>Lunes, Miércoles y</u> <u>Viernes</u> <u>7:30 AM a 2:00 PM</u>
Hollywood High School Clinic (DL OESTE) 1521 North Highland Avenue Los Angeles, CA 90028 323-993-2355	Lunes a Viernes 8:00 AM a 3:30 PM	<u>Llamar antes de venir</u> <u>323-993-2355</u>
Mark Twain Middle School Immunization Clinic (DL OESTE) 2224 Walgrove Avenue Los Angeles, CA 90066 310-305-3100	Martes y Jueves 7:30 AM a 2:30 PM	<u>Martes y Jueves</u> <u>7:30 AM a 2:00 PM</u>

School Files Project

ATTACHMENT A



School Files Submission Form

Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal/Supervisor
_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name and Position: _____ Employee Number: _____

Alleged Victim(s) Name and Age at Time of Alleged Incident: _____

Type of Conduct (check all that apply):

☐ Sexual Misconduct ☐ Inappropriate Behavior ☐ Violence ☐ Drug-related

Describe Alleged Incident (including dates): [Start typing here.]

Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here

Other Comments: [Start typing here.]

Signed: _____

Date: _____

CC: Staff Relations

*Instructions: Please complete this cover memo **only** for those files you are reporting to Central Office. Scan and send as a pdf file this cover memo along with other pertinent documents from the employee file at issue to General Counsel via Staff Relations. You should send one pdf file that includes a single cover memo for an employee file (the single pdf file may include multiple incidents).*

School Files Application

Summary

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

Document Requirements/Limitations

Users are to upload documents as **pdf** files. The size of each file selected for uploading is limited to **20MB**.

Users must enter the **8-digit** employee number (Entering leading zeroes) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document. Users must also select the “Conduct Type” associated with the document using the drop-down list.

How to upload a document

1. Log-in to the application using your SSO account at: <https://schoolfiling.lausd.net>. The application is compatible with all major web browsers.
2. Enter **8-digit** employee ID number (add preceding zeros) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button. Under “Employee Info” the employee name and currently assigned cost center will populate. Under “Upload Location” your cost center will populate. A message will appear in green below the search boxes validating the employee selection.
3. Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.
4. Click the “Browse...” button to attach PDF document. Choose the document to upload. Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF.
5. After document is selected, the file name will appear. Select “Upload”. You should receive a message in green at the bottom that says “File was uploaded successfully”
6. Documents you have uploaded will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents from your cost center.

Helpful Tips

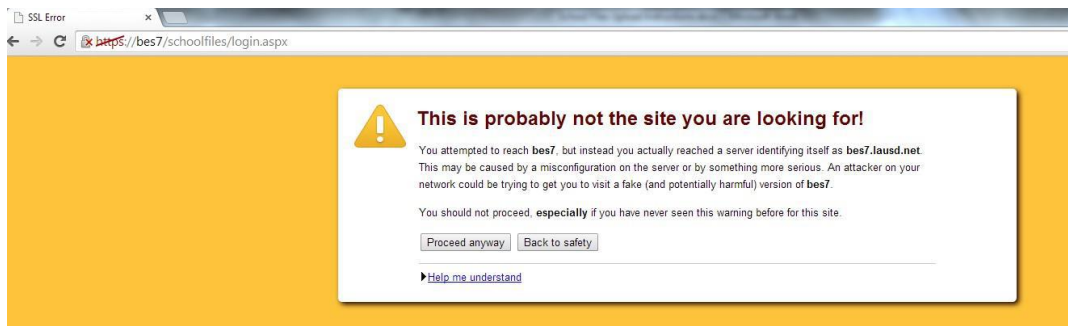
1. Which Internet browser is preferred?

The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

2. I entered the Employee Number, but the application was unable to find the Employee Name

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8- digits with leading zeroes).

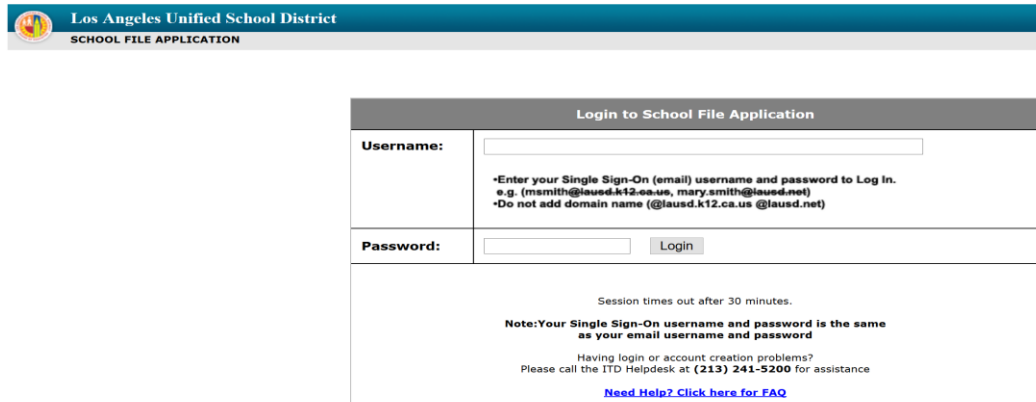
3. I received the following messages. What should I do?



Click Proceed anyway. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD.

School File Application

1) Log in with your single sign-on at: <https://schoolfiling.lausd.net/> using **Internet Explorer** as your browser.



Los Angeles Unified School District
SCHOOL FILE APPLICATION

Login to School File Application

Username:

•Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12-ca.us, mary.smith@lausd.net)
•Do not add domain name (@lausd.k12.ca.us @lausd.net)

Password:

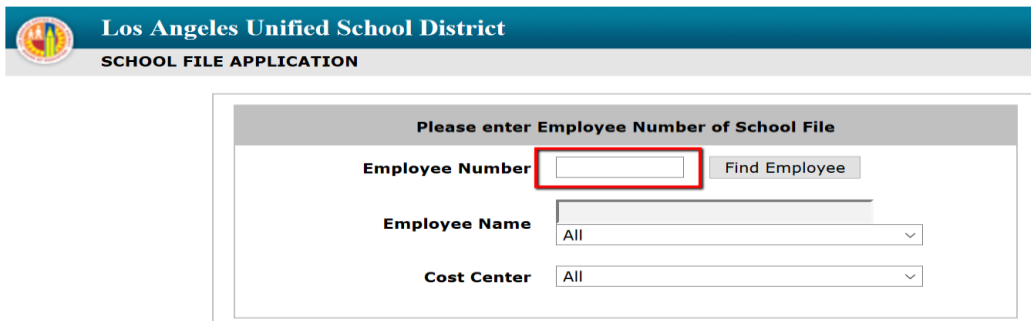
Session times out after 30 minutes.

Note: Your Single Sign-On username and password is the same as your email username and password

Having login or account creation problems?
Please call the ITD Helpdesk at (213) 241-5200 for assistance

[Need Help? Click here for FAQ](#)

2) Enter **8-digit** employee ID number (add preceding zeros if necessary) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button.



Los Angeles Unified School District
SCHOOL FILE APPLICATION

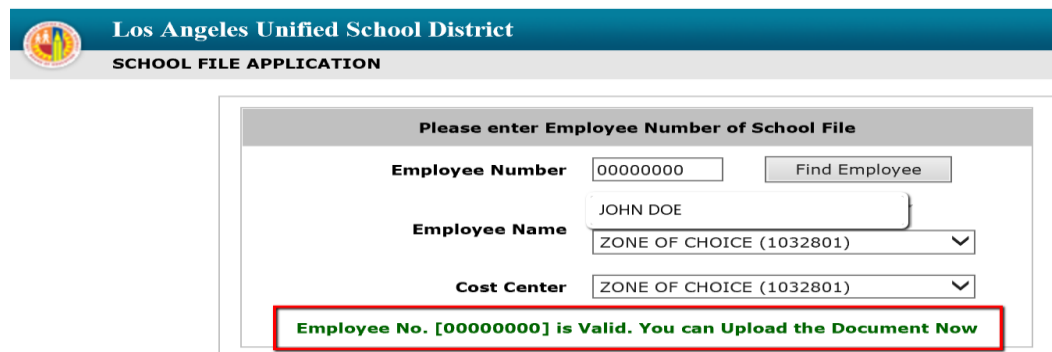
Please enter Employee Number of School File

Employee Number

Employee Name

Cost Center

3) For “Employee Name” the employee and assigned cost center will appear. Under “Cost Center” your cost center should appear as the default, but you can change these selections if needed. A message will appear in green below the search boxes validating the employee selection.



Los Angeles Unified School District
SCHOOL FILE APPLICATION

Please enter Employee Number of School File

Employee Number

Employee Name

Cost Center

Employee No. [00000000] is Valid. You can Upload the Document Now

4) Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is open, displaying a list of options: Select, Sexual Misconduct involving minor, Sexual Misconduct involving adult, Violence, Attendance, Fraud, Alcohol/Drugs, Inappropriate language, Arrest/Conviction, Failure to Report Child Abuse, and Other Inappropriate Behavior. The 'Select' option is currently highlighted.

5) Click the “Browse...” button to locate the document on your computer to upload. NOTE: all documents must be PDFs.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is now set to 'Inappropriate language'. The 'Browse...' button is highlighted with a red box, and the text 'No file selected.' is displayed next to it. The 'Upload' button is also visible.

6) After document is selected, the file name will appear. Select “Upload.” Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF. You should receive a message in green at the bottom that says “File was uploaded successfully”

The screenshot shows the 'Upload Employee School File' form. The file name 'cc4988.PDF' is now displayed next to the 'Browse...' button. The 'Upload' button is highlighted with a red box. A red arrow points to the file name with the text 'File name will appear here'.

7) All documents uploaded for your school will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents.

The screenshot shows the search criteria form and a table header for uploaded documents. The search criteria form includes fields for District, School List, Conduct Type, Employee No, and Date Range, along with Search and Export buttons. The table header has columns for File, Location, Uploaded By and Time, and Conduct Type.

File	Location	Uploaded By and Time	Conduct Type
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Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal/Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name & Position: _____ Employee Number: _____.

Alleged Victim(s) Name and Age **at Time of Alleged Incident:** _____

Type of Conduct (check all that apply):

☐ Sexual Misconduct ☐ Inappropriate Behavior ☐ Violence ☐ Drug-related

Describe Alleged Incident (including dates): [Start typing here.] _____.

Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here _____.

Other Comments: [Start typing here.] _____.

Signed: _____

Date: _____

CC: Staff Relations

*Instructions: Please complete this cover memo **only** for those files you are reporting to Central Office. Scan and send as a **pdf** file this cover memo along with other pertinent documents from the employee file at issue to General Counsel via Staff Relations. You should send one pdf file that includes a single cover memo for an employee file (the single pdf file may include multiple incidents).*



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

TITLE: 2017-2018 Procurement Year-End Closing Timelines

NUMBER: MEM-6016.5

DOCUMENT VISIBILITY: ☐ PROTECTED ☒ PUBLIC

ISSUER: Sung Yon Lee, Interim Chief Procurement Officer
Procurement Services Division

Janice Sawyer, Interim Business Manager
Office of the Business Manager

DATE: March 1, 2018

PURPOSE: This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through Procurement Services. Non-adherence to the timelines may result in the cancellation of orders or impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to the cut-off dates provided.

MAJOR CHANGES: This Memorandum is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions.

Information on cancellation of inactive open purchase orders created prior to July 1, 2016 is added.

GENERAL PROCEDURES: CURRENT YEAR ORDERING (2017-2018)
In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2017-2018), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

GUIDELINES: Cut-off Dates for all SAP Transactions:

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/16/2018
Shopping Cart for Non-Stock Purchases – \$90,201 to 250,000*	4/2/2018
Shopping Cart for Non-Stock Purchases – Over \$25,000*	5/4/2018
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/10/2018 (8:00 pm)
P-Card and T-Card Purchases	5/18/2018
P-Card and T-Card Reconciliations	6/15/2018
Toshiba Ghost Account Reconciliation	6/15/2018 (Schools) 6/22/2018 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/21/2018
Shopping Cart for Book Orders - State Adopted	5/21/2018

ROUTING

All Employees
All Locations



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2018 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2018 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/22/2018 (12:00 pm)
Shopping Cart (STO) - Warehouse Will-Call	6/28/2018 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/13/2018
Travel Request Entries into SAP	6/1/2018
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/14/2018
Online Goods Receipts (Receivers)	6/30/2018 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/11/2018
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/22/2018 (5:00 pm)

**NOTE: These cut-off dates allow time to conduct formal bidding and Board approval as required by law for purchases above the State bid limit \$90,200. Additionally, District policy requires informal bidding for purchases below the bid limit.*

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	5/4/2018
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/15/2018
All Title I Shopping Cart Purchases except for technology equipment and software licenses	5/4/2018 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	5/4/2018
School Submission of Categorical Budget Adjustments for Review and Approval	6/4/2018 (5:00 pm)

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/25/2018
Vendor Table - New Vendor	5/25/2018
Purchase Orders with Job Numbers	5/31/2018
Purchase Orders (Contracts) with or without Job Numbers	5/31/2018
MCMS/VMS Transactions - Transportation Services Division only	6/9/2018
Shopping Cart (STO) with Job Numbers	6/22/2018

Shopping Cart transactions not converted to a purchase order by June 30, 2018 will be programmatically cancelled in order to clear 2017-2018 pre-commitments as part of closing out fiscal year 2017-2018 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) in fiscal year 2018-2019.

Purchase orders created in 2017-2018 will roll over if completed and accepted in SAP prior to cut off dates. This may result in the loss of 2017-2018 funds and consumption of 2018-19



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

funds.

All purchase orders created prior to July 1, 2016 with no activity (e.g. Goods Receipt, invoice payment, modification, etc.), however, will not roll over and will be closed.

In order for goods and/or services to be charged to Fiscal Year 2017-2018, please ensure that the vendor can deliver the requested goods and/or services and Goods Receipts are posted prior to June 30, 2018. For a complete list of all outstanding purchase orders, download the PO History (PC010) report from SAP. Schools and offices may go to https://psd.lausd.net/lrp_shopping_cart/ to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts.

ASSISTANCE: For all procurement assistance, please contact your Local District Buyer or central office representative. The contact list is available at <http://achieve.lausd.net/Page/3263>.

For P-Card Assistance, please contact the P-Card Unit at 562-654-9401 or email pcard@lausd.net.

For budget-related questions, please contact your Fiscal Specialist.

For Accounts Payable-related questions, please contact the Accounts Payable Customer Service Center at (213) 241-4800.