



**TITLE:** Armored Car Service for Student Body and Cafeteria Funds – Secondary Schools

**NUMBER:** REF-1266.18

**ISSUER:** Chris Mount-Benites  
Chief Financial Officer  
Business and Finance Division

Bryant Gonzalez, Deputy Controller  
Business and Finance Division

**ROUTING**  
Region Administrator of Operations  
Secondary Principals  
Adult School Principals  
ROC and Skills Center Principals  
Financial Managers  
Cafeteria Managers

**DATE:** September 23, 2024

**PURPOSE:** The purpose of this Reference Guide is to provide information and guidance on the 2024-25 armored car pick-up service for Student Body Stores and Cafeteria at secondary schools.

**MAJOR CHANGES:** This reference guide replaces REF-1266.17 issued on July 31, 2023, and the armored car pick-up service rate increased by 3% effective September 1, 2024.

**INSTRUCTIONS:** Sectran Security Inc. has been awarded a five-year contract to provide armored car service to schools from September 1, 2024, through August 31, 2025.

To avail the bank pick-up services, Financial Managers need to submit to their respective Coordinating Financial Manager the completed Request for Authorization-Other form (Attachment C) to request authorization for expenditure. The form should indicate the start service date, the number of pick-up days per week, and the applicable standard monthly service rate, as shown below. Middle and Senior High Schools should indicate 50% of the standard monthly rate since Cafeteria Food Services pays for 50% of the cost

Five (5) days per week	\$401.70
Four (4) days per week	\$321.26
Three (3) days per week	\$241.02
Two (2) days per week	\$175.10
One (1) day per week	\$108.15

Unscheduled pick-up service	\$36.05 per stop
Summer School Session – (Friday Morning Only)	\$25.75 per stop

If a school wishes to increase or decrease the number of pick-ups in the fiscal year 2024-25, the Financial Manager should complete Attachment A of this reference guide. The Student Body Finance Support will review the request, and if approved, Sectran Security will be notified of the change in service.

The standard rates listed above may be reduced for some months due to holidays and days when school is not in session. Listed below is the Single-Track calendar with these reduced rates.

Single Track School Calendar for 2024-25  
Covers pick-up service from 8/15/2024 through 6/30/2025

	Percentage of Standard Rate		Percentage of Standard Rate		Percentage of Standard Rate
July	No pick-up	November	71%	March	95%
August	64%	December	45%	April	73%
September	95%	January	83%	May	95%
October	96%	February	95%	June	52%

In addition, if Sectran Security misses a scheduled pick-up or if there is an emergency closure of a school site, the monthly rate can be reduced further by having the Financial Manager complete Attachment B of this reference guide within five working days after the close of each month.

An average daily rate of \$16.80 per missed trip will be credited to the school. In addition, liquidated damages will be deducted as noted below:

- \$10.00 shall be assessed for each scheduled pick-up missed.
- \$ 25.00 shall be assessed if two (2) successive scheduled pick-ups are missed.
- \$ 50.00 shall be assessed if three (3) successive scheduled pick-ups are missed.

Note: A “missed trip” is when service is not provided during the scheduled time, on the scheduled day of service.

Please be aware that if the contractor stops for a scheduled pick-up and the deposit is not ready for a pick-up to be completed that day, the location shall pay for the scheduled pick-up.

All scheduled pick-ups should be between 8:00 a.m. and 3:00 p.m. with the request that pick-ups during the nutrition and lunch periods be kept to a minimum.

Please be aware that Sectran Security will submit their monthly invoice for all schools to the Accounts Payable Branch for payment. (Schools do not create PO, receiver or pay Sectran Security directly.) Individual school's student body organizations will receive an invoice from the District's General Accounting Branch with the amount that must be reimbursed to the District. Please include the invoice number to properly credit the school account when remitting the invoice payment.

**RELATED RESOURCES:** [Publication 465 "Student Body Policies and Accounting Procedures- Secondary Schools" July 2017](#)

[Publications 469 "Student Body Policies and Accounting Procedures- Division of Adult and Career Education" April 30, 2008](#)

**ATTACHMENTS:** Attachment A - Request to change armored car pick-up service form  
Attachment B - Request for adjustment to monthly rate form

**ASSISTANCE:** For assistance or further information please contact the Student Body Finance Support at (213) 241-2186



TO: Student Body Finance Support  
Phone (213) 241-2186  
email to h.baghramian@lausd.net

SUBJECT: REQUEST TO CHANGE ARMORED CAR PICK-UP SERVICE

We would like to request that the armored car pick-up service for student body and cafeteria funds be changed.

Our **current** pick-up schedule:

(Please check days of current schedule)

Monday  Tuesday  Wednesday  Thursday  Friday

Request for unscheduled pick-up service, indicate the date (s) below:

Name of School: \_\_\_\_\_

Name of Financial Manager: \_\_\_\_\_

Signature of Financial Manager: \_\_\_\_\_

Tel.# & Email of Fin. Manager: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Effective Date Requested: \_\_\_\_\_

**Notes:**

Request for New Service will be effective three (3) business days after request is received. Request for Change of Service Day Pick-up will be effective the week after the request is received. Request for Change of No. of Pick Ups will be effective the following month after the request is received.



TO: Student Body Finance Support  
Phone (213) 241-2186  
email to h.baghramian@lausd.net

SUBJECT: REQUEST FOR ADJUSTMENT TO MONTHLY RATE

This is to certify that the monthly rate for armored car pick-up service for the month of \_\_\_\_\_, should be reduced

- The reason for this reduction is: (Check one)

Missed pick-up(s):       Emergency Closing of School:

Date(s) of the Missed Pick-up or  
Emergency Closure: \_\_\_\_\_

A "missed pick-up" is when service is not provided on the scheduled day and time. Please be aware that if the contractor stops for a scheduled pick-up and the deposit is not ready, the location shall pay for the scheduled pick-up.

- Please check the days of your school's regularly scheduled weekly pick- up service:

Monday  Tuesday  Wednesday  Thursday  Friday

Name of School: \_\_\_\_\_

Name of Financial Manager: \_\_\_\_\_

Signature of Financial Manager: \_\_\_\_\_

Tel.# & Email of Fin. Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Form should be completed and emailed to h.baghramian@lausd.net no later than 5 workings days after the close of each month \***

=====Accounting Controls & Oversight Branch Use Only=====

Number of days		X \$16.80	\$
Missed pick-up Fee (\$10.00, \$25.00, or \$50.00)			\$
Total Reduction			\$