



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

NUMBER: REF-1266.17

ISSUER: David D. Hart, Chief Business Officer
Office of the Chief Business Officer

Joy Mayor, Controller
Accounting and Disbursements Division

DATE: July 31, 2023

PURPOSE: The purpose of this Reference Guide is to provide information and guidance on the 2023-24 armored car pick-up service for Student Body Stores and Cafeteria at secondary schools.

INSTRUCTIONS: Sectran Security Inc. has been awarded a five-year contract to provide armored car service to schools from September 1, 2021, through August 31, 2026.

To avail of the car 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	\$390/mo.	\$390.00
Four (4) days per week	\$312/mo.	\$312.00
Three (3) days per week	\$234/mo.	\$234.00
Two (2) days per week	\$170/mo.	\$170.00
One (1) day per week		\$105.00

Unscheduled pick-up service	\$ 35.00 per stop
Summer School Session – (Friday mornings only)	\$ 25.00 per stop

ROUTING
Local District Operations Administrators
Secondary Principals
Adult School Principals
ROC and Skills Center Principals
Financial Managers
Cafeteria Managers



If a school wishes to increase or decrease the number of pick-ups in the fiscal year 2023-24, 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 2023-24
Covers pick-up service from 8-15-2023 through 6-30-2024.

	% of Standard Rate		% of Standard Rate		% of Standard Rate
July	No pick-up	November	73%	March	76%
August	64%	December	52%	April	91%
September	86%	January	74%	May	96%
October	100%	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:

1. \$10.00 shall be assessed for each scheduled pick-up missed.
2. \$ 25.00 shall be assessed if two (2) successive scheduled pick-ups are missed.
3. \$ 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 shall 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

ASSISTANCE:

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting & Disbursements Division

TO: Student Body Finance Support
FAX (213) 241-6829 or (213) 241-4600
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

Our **revised** regular pick-up schedule that we are requesting:

(Please check days of revised 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.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting & Disbursements Division

TO: Student Body Finance Support
FAX (213) 241-6829 or (213) 241-4600
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 _____20_____, 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 faxed to the above-referenced number no later than 5 workings days after the close of each month ***

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

Notes: _____

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