

## LOS ANGELES UNIFIED SCHOOL DISTRICT

### REQUEST FOR USE OF NON-DISTRICT FACILITY/CATERING

Please be aware of the following when requesting rental of non-District facility and/or catering:

1. The Procurement Services Division is the only group authorized, via Board-delegated authority, to bind the District contractually.
2. Assignment of Timelines. As a result of the timing associated with processing, negotiation, and issuing of contracts and purchase orders, PSD has implemented a 10-business day processing timeline. Requests must be received 10 business days prior to the scheduled event/conference. If you do not submit within 10 business days, your request will not be processed in time for your event.
3. PSD has revised the Request for Use of Non-District Facility/Catering Form to reflect applicable policy changes. Effective immediately, all requests must be accompanied by this form. In addition, monetary modifications/changes to a signed contract and/or Purchase Order require the submission of a new form.
4. You must obtain appropriate approval signatures and funding lines prior to processing by PSD.
5. It is the responsibility of the requesting school or office to work directly with the Accounts Payable Branch and/or the Vendor to reconcile invoice discrepancies.
6. Submit to:
  - a. Procurement Services Center  
8525 Rex Road  
Pico Rivera, CA 90660  
(562) 654-9007  
(562) 654-9017 - Fax



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Request for Use of Non-District Facility/Catering

<input type="checkbox"/> Create Purchase Order: SC #: _____	Fund: _____	Cost Center: _____	Functional Area: _____	G/L: _____
<input type="checkbox"/> Amend Purchase Order: PO #: _____	Fund: _____	Cost Center: _____	Functional Area: _____	G/L: _____
	Fund: _____	Cost Center: _____	Functional Area: _____	G/L: _____

**1. REQUESTOR INFORMATION:**

**School or Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
*Print Name and Title*

**E-Mail:** \_\_\_\_\_

**Rationale for Use of Non-District Facility:** *(Please explain reason for event and specify type of training.)*

\_\_\_\_\_

\_\_\_\_\_

**Please explain what attempts have been made to hold event at a District Facility:** *(What type of negotiations.)*

\_\_\_\_\_

\_\_\_\_\_

**List of Required Equipment (e.g. microphone, podium):** \_\_\_\_\_

\_\_\_\_\_

**2. EVENT OR CONFERENCE INFORMATION**    Rental Facility     Catering     Vendor/Hotel Agreement

*Check if hotel agreement is attached.*

**Rental Dates:** \_\_\_\_\_

**Name of Suggested Facility:** \_\_\_\_\_

**Address of Suggested Facility:** \_\_\_\_\_

**City:** \_\_\_\_\_    **Zip Code:** \_\_\_\_\_    **Telephone No.:** \_\_\_\_\_

**Facility Contact Person:** \_\_\_\_\_    **E-Mail:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_    **Total Cost: \$** \_\_\_\_\_

*The District will not pay expenditures in excess of purchase order amount without prior authorization.*

**APPROVALS – Please review the approval thresholds in the procurement Manual to obtain the corresponding approvals. Your request will not be processed if the appropriate approvals are not obtained.**

_____	_____	<b>Date:</b> _____
<i>Principal/Department Head (Office)</i>	<i>Print Name &amp; Title</i>	
_____	_____	<b>Date:</b> _____
<i>Senior Staff/Local District Superintendent</i>	<i>Print Name &amp; Title</i>	
_____	_____	<b>Date:</b> _____
<i>Superintendent – over \$250,000</i>	<i>Print Name &amp; Title</i>	

**NOTE: Processing Timelines: Please allow 10 business days to process request. Incomplete forms may delay processing timelines.**