



INCOMING ADMINISTRATOR'S CHECKLIST

ADMINISTRATOR INFORMATION			
Employee Name:		Official last day at this school:	
School Name:			
School Address:			
Telephone Number:		E-mail Address:	
CHECKLIST			
	ITEMS/ACTIONS NEEDED	NOTES/INSTRUCTIONS	
	<p>BUDGET Contact the Fiscal Specialist assigned to your school to discuss/review your budgets.</p>	<p><u>Appointment made with:</u> <u>Date of meeting:</u></p>	
	<p>DATA SYSTEM APPLICATIONS Request access to Schools Front End (SFE) for your magnet centers, email the SAP Security Team (sapsecurityteam@lausd.net) to request role RF706 for your magnet cost centers, if applicable.</p>		
	<p>IMPREST FUND Submit an Imprest Fund Request Form. Read about allowed and prohibited Imprest expenditures. Refer to the Imprest Fund bulletin.</p>	<p><u>Send completed form to:</u> Accounts Payable and Disbursements Division 333 S. Beaudry Ave., 27th Floor Attention: Head Accountant</p>	
	<p>Update the bank account signatories. Complete the Pre-Signature Card (SC) Form and submit it to Bank of America (BoFA). (BoFA will complete the "official SC Form" and return it to the school.) Upon receipt, obtain the signatures of the account signatories on the BoFA SC Form and submit it to BoFA. (The LAUSD Treasury Office will notify schools of the completion of their requests.)</p>	<p>For schools that do not have Bank of America accounts, refer to the school's records for your bank's contact information.</p>	
	<p>PROCUREMENT CARD (P-CARD) Read P-Card policies and procedures and complete the MyPLN P-Card training and quiz. Contact your school's P-Card Representative to send you an invitation to the training.</p>		
	<p>Complete the following: 1. District Credit Card application/District Credit Card Update Form 2. P-Card Holder/Approving Official Agreement</p>	<p>Return these forms to the P-Card Unit via email. Visit the Procurement website for the required forms and your assigned P-Card representative.</p>	
	<p>If the principal/administrator is the cardholder, the approving official is the Regional Director or designee.</p>	<p>Send the completed application and agreement to your Regional Director.</p>	
	<p>If the principal/administrator is the approving official for cardholders within the school, submit the Credit Card Update Form and P-Card Holder/Approving Official Agreement to the P-Card Unit.</p>	<p>Return these forms to the P-Card Unit via email. Visit the Procurement website for the required forms and your assigned P-Card representative.</p>	
	<p>STUDENT BODY Notify the Treasury Branch about change in administrator and submit new signature cards.</p>	<p>Call (213) 241-7977.</p>	
EMPLOYEE SIGNATURE			
Signature:		Date completed:	
<p>Send this completed form to your Fiscal Specialist.</p>			