



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

MAY 2025

GOODS RECEIPTS FOR TEXTBOOK ORDERS

Per LAUSD policy, "Administrators are responsible for monitoring outstanding purchase orders to ensure goods receipts are entered within five (5) business days of receiving goods or services."

The purchase orders listed on this [spreadsheet](#) must have a GR/Receiver posted before June 30, 2025.

Any orders created by Library & Textbook Services on requests from school sites that do not have a prior year's GR/Receivers posted prior to August 31, 2025, will be closed and reopened on September 1, 2025, with school site funds. To be proactive, please make sure that all purchase orders that have been delivered have the goods receipt/receiver posted.

- To view all textbook requests and purchase orders, go to bit.ly/LTS-Textbooks and search for your school.
- To view textbook deliveries, click [here](#).
- If the school has not received all materials on the purchase order, please contact the vendor and Library & Textbook Support. Do not modify or cancel the purchase order.
- Library & Textbook Support is more than happy to post the GR/Receiver on your behalf; we just need you to fill out this [Google Form](#)

For additional questions, please email textbooks@lausd.net.

SCHOOL BUDGET AND SPENDING REPORT

On June 18, 2024, the LAUSD Board of Education approved the "Modern Budget Transparency for Student Achievement" resolution. As part of this initiative, a new tool was developed, which included the Strategic Plan Budget Tracker and the School Staffing and Spending Report, now renamed the School Budget and Spending Report.

The School Budget and Spending Report is scheduled for release to the public on July 1, 2025. This tool will be a valuable resource for principals, assisting with school budget management and providing support when working with staff, advisory committees, and families. It will help schools and the public access years of budget, spending, and staffing data with just a click.

You can register for one of the virtual training sessions scheduled for June 20 and June 23, 2025, by clicking [here](#).

Additionally, there is an optional training session available now on MyPLN to help you to become familiar with the tool. Upon completing the training in MyPLN, you will be receive early access to the tool. Click [here](#) for a direct link to the MyPLN training.

For questions on school budgets, please contact your Fiscal Specialist. List available on <https://www.lausd.org/Page/18257>.

Other School Fiscal representatives may also be contacted. Details are available on <https://www.lausd.org/Page/18257>.



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REPORTING PRORATED WAGE TYPE DIFFERENTIALS

The time reporting instructions for prorating differentials are now available. These instructions apply to the group of employees referenced in the April 2025 MOU between LAUSD and UTLA who can opt out of the coordinating differential, which comes with an 8-hour on-site obligation, effective May 1, 2025.

For more information, please see the links below:

[Reporting Prorated Wage Type Differentials - Payroll Administration - May 21, 2025](#)

[Memorandum of Understanding - Los Angeles Unified School District and United Teachers Los Angeles - Non-Classroom Teachers and Support Service Providers - On-Site Obligation - April 29, 2025](#)

For questions regarding the MOU, please contact the Office of Labor Relations at (213) 241-8322 and/or the Staff Relations Field Director supporting your office/site.

For questions regarding time reporting, please contact Payroll Services.

UPCOMING TRAINING OPPORTUNITIES

SCHOOL FISCAL SERVICES OPEN HOUSES

Thursday, May 29, 2025

During this virtual drop-in question and answer session, attendees will receive support with Fiscal matters. Representatives from Student Body, Procurement Services, and the Federal and State Education Programs Branch (FSEP) may also be on hand to answer questions.

PURCHASE ORDER HISTORY REPORT

Thursday, June 5, 2025

This Zoom session will cover the Purchase Order History Report which may be used to view the status of outside vendor and store warehouse purchase orders.

Visit us at <https://BudgetTraining.lausd.net/> for fiscal training information.

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