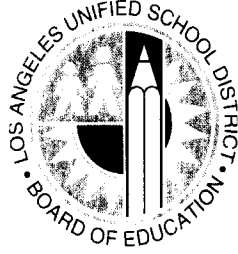


# Los Angeles Unified School District

## Business Services Division



DAVID L. BREWER III  
*Superintendent of Schools*

DAVID HOLMQUIST  
*Chief Operating Officer*

MICHAEL A. EUGENE  
*Business Manager*

DUANE P. JOHNSON  
*Chief Procurement Officer*

May 29, 2008

Message to All Vendors

RE: Valid Contract or Purchase Order Required for Payment

The Los Angeles Unified School District will not process invoices that do not have a valid contract or purchase order executed by authorized District personnel. Therefore, all vendors are required to have a valid contract or purchase order prior to providing services or delivery of goods to a school or Office within the Los Angeles Unified School District. If the vendor provides services or delivers goods in advance of a valid executed contract or purchase order, the vendor does so at its own risk and invoices received will not be processed for payment.

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Johnson".

Duane Johnson,  
Chief Procurement Officer  
Procurement Services Group

c: Accounts Payable