

PROCUREMENT FREEZE EXCEPTION REQUEST

To: Procurement **Date** _____

From: _____
Site Administrator School / Office

Phone: _____ **Email:** _____ **Fax No:** _____

SUBJECT: REQUEST FOR FREEZE EXEMPTION FOR SUPPLIES, EQUIPMENT AND SERVICES

A request for purchase/contract freeze exemption is being requested for:

District Distribution Center Order. SR No. _____

Non-Stock Supplies/Equipment/General Services Order From an Outside Vendor.
 Attach Completed Request for Procurement Action (Form - CS001) > \$78,900.

RX No. _____

Professional Services Agreement. Attach Completed Request for Procurement Action.
 (Form - CS001) RX No. _____

Service/Task Order to Master Services Agreement. Attach Completed Service Order Form.
RX No. _____

Rental of Facilities. **RX No.** _____
 Description (Required): _____

Conference Attendance. Please include 10.12 form and supporting documents.
 Justification (Required): _____

Fund: _____ **Area:** _____ **Organization:** _____ **Program:** _____ **Object:** _____

Requesting Site Administrator _____ **Date:** _____
Print Name
Signature

<u>EXCEPTION ORIGIN:</u>	<u>AUTHORIZED BY:</u>	<u>SIGNATURE IS REQUIRED</u>	<u>DATE:</u>
School Based Employee	Local District Superintendent	_____	_____
Facilities Division	Kelly Schmader	_____	_____
Operations Division	Rick Boull't	_____	_____
Finance Division	Megan Reilly	_____	_____
Instructional Division	Judy Elliott	_____	_____
Senior Deputy Superintendent, School Operations	Michelle King	_____	_____
Chief Strategy Officer	Matt Hill	_____	_____
General Counsel	David Holmquist	_____	_____
Superintendent	John E. Deasy	_____	_____

Submit as follows: **Professional Services:**
 Procurement Management Branch
 333 S. Beaudry, 22nd Floor
 Los Angeles CA 90017 or fax to (562) 654-9017

Supplies or Equipment (stock or non-stock) & General Services:
 Procurement Services Center
 8525 Rex Road, Pico Rivera CA 90660
 or fax to (562) 654-9019

Approved by: _____ To PSD for processing on _____

Denied. Comments: _____

Returned to requestor on _____.