

**REQUEST FOR APPROVAL FORM  
FOR TRAVEL ♦ PROFESSIONAL SERVICES ♦ RENTAL OF FACILITIES AND/OR CATERING**

**To:** Pedro Salcido, Sr. Executive Director of Finance and Policy **Date:** \_\_\_\_\_

**From:** \_\_\_\_\_  
 Site Administrator (Print Name) School/ Office  
 \_\_\_\_\_  
 Site Administrator Signature Local District

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Subject: REQUEST FOR:**

**Professional Services Agreement (over \$250,000).** Attach Completed Request for Procurement Action (RFPA) Form.  
 SC No. \_\_\_\_\_

**Professional Services Agreement for Consultants/Contract Professionals to be Housed on District Property.**  
 Attach Completed Request for Procurement Action (RFPA) Form or Professional Services Order Form (Exhibit D or Schedule D)  
**Project Name:** \_\_\_\_\_ **Estimated Number of Professionals:** \_\_\_\_\_

**Rental of Facilities/Catering.** Attach Completed Request for Use of Non-District Facility/Catering Form.  
**Date of Event:** \_\_\_\_\_ **SC No.** \_\_\_\_\_

Justification(Required): \_\_\_\_\_  
 \_\_\_\_\_

**Travel/Conference Attendance.** Attach Completed Form 10.12.1 and supporting documentation for out-of-state travel (only).

**Name of Conference/Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_  
 Justification (Required): \_\_\_\_\_  
 \_\_\_\_\_

**A Substitute Teacher will be required:**  Yes  No

**Cost Center:** \_\_\_\_\_ **Fund:** \_\_\_\_\_ **Funct.Area:** \_\_\_\_\_ **Grant (if applicable):** \_\_\_\_\_

<u>AUTHORIZING OFFICE:</u>	<u>APPROVED BY:</u>	<u>SIGNATURE (REQUIRED)</u>	<u>DATE:</u>
Deputy Superintendent	Vivian Ekchian	_____	_____
Division of Instruction	Frances Gipson	_____	_____
Facilities Division	Mark Hovatter	_____	_____
Information Technology Division	Shahryar Khazei	_____	_____
Local District/School Based Employee	LD Superintendent	_____	_____
Los Angeles School Police	Steven Zipperman	_____	_____
Office of the Chief Financial Officer	Scott Price	_____	_____
Office of the General Counsel	David Holmquist	_____	_____
Personnel Commission	Karla Gould	_____	_____
Special Education Division	Beth Kauffman	_____	_____
Other: _____	Other: _____	_____	_____

**Signature Required From: Pedro Salcido,**  
**Senior Executive Director of Finance and Policy** \_\_\_\_\_

**Submit as follows:** **If: Professional Services:**  
 Procurement Contract Administration Branch  
 333 S. Beaudry, 28<sup>th</sup> Floor  
 Los Angeles CA 90017 or fax to (213) 241-8945

**If: Procurement Travel Desk/Rental of Facilities and/or Catering:**  
 Procurement Services Center  
 8525 Rex Road, Pico Rivera CA 90660  
 Or fax to (562) 654-9048

Approved by: \_\_\_\_\_  
 Denied. Comments: \_\_\_\_\_

To PSD for processing on: \_\_\_\_\_

**Returned to requestor on (Date):** \_\_\_\_\_