

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

To: Pedro Salcido, Chief of Staff **Date:** _____

From: _____ **School/ Office:** _____
 Site Administrator (Print Name)

_____ **Local District:** _____
 Site Administrator Signature

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	Megan K. Reilly	_____	_____
Division of Instruction	Alison Yoshimoto-Towery	_____	_____
Facilities Services Division	Mark Hovatter	_____	_____
Personnel Commission	Karla Gould	_____	_____
Local District/School Based Employee	LD Superintendent	_____	_____
Office of Chief Strategy Officer	Veronica Arreguin	_____	_____
Office of the General Counsel	David Holmquist	_____	_____
Office of Leadership Development & Partnerships	Hilda Maldonado	_____	_____
Office of School Culture, Climate & Safety	Steven Zipperman	_____	_____
Office of Special Education, Equity & Access	Anthony Aguilar	_____	_____
Other Office: _____	Name: _____	_____	_____

Signature Required From: Pedro Salcido, Chief of Staff _____

Submit as follows: **If: Professional Services:** Procurement Contract Administration Branch
 333 S. Beaudry, 28th 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: _____ To PSD for processing on: _____
 Denied. Comments: _____