



# Procurement Advisory

## *Procurement and Ethic Tips for Your Success*

### REFERENCES

- Board Rule 1251
- BUL-4748.0 Ethics Policies
- Ethics Booster Training Kit
- Procurement Manual

### CONTACTS

- Procurement Services Division  
<http://psg.lausd.net/>
- PSD Customer Service  
(562) 654-9009
- Ethics Office  
<http://ethics.lausd.net/>  
(213) 241-3330

### PROCUREMENT SERVICES DIVISION

#### POLICY, PROCEDURES & COMPLIANCE UNIT

333 S. Beaudry Ave, 28<sup>th</sup> Floor  
Los Angeles, CA 90017  
Phone: 213-241-3099  
Fax: 213-241-8945

### ***No Solicitation Policy***

In accordance with Board Rule 1251 – “Prohibited and Approved Activities on School Premises,” solicitations are generally prohibited on District owned premises. This policy is in place to ensure that work areas are free from the distraction of commercial activities, solicitations and sales activities, particularly during duty hours. **Please notify solicitors of this policy (please use the attached sign).**

**NOTE:** Of course, this policy does not prohibit recognized unions and associations the right to meet with employees before and after hours or during duty-free lunch periods (or the right to sell merchandise to their members during such meeting times). Similarly, parent and community groups may solicit their own membership at their meetings. Finally, it should be noted that LAUSD *does* allow solicitations for the Board-Approved Annual Charitable Campaign.

### ***No “Approved Vendor” List***

Despite the popular misconception, please be reminded (and share with your school staff) that at-present there is **NO “Approved Vendor” list for the District.** When a vendor or contractor receives a Vendor Identification Number, it only means that they have a vendor identification number to facilitate payment (upon having a properly executed contract/purchase order and successful receipt of products or services). *VIN ID# does not reflect rate of performance, preferred vendor status, recommended vendor or cost-effectiveness of the vendor.*

### ***Avoid “After-the-Fact”***

Please be reminded of our procurement policy as stated in the Procurement Manual, the 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 delivering goods to a school or office within the 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. Therefore, you must ensure that prior to receipt of services or goods delivered by a vendor, that the appropriate procedures are followed to ensure payment to the vendor.

### ***Avoid “Revolving Door” Violations***

Revolving Door Violations occur when we hire current or former District employees as vendors to do work that is similar to what they have recently done for the District. To members of the public, this often appears as either “insider advantage” or “profiteering” off of one’s public position. To avoid a “Revolving Door” violation, remember that former employees need to observe at least a one-year cooling period (after leaving District employment).

# No Soliciting

in LAUSD work areas



**Please allow us to keep our focus  
on supporting student achievement.**