



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Armored Car Service for Student Body and Cafeteria Funds – Secondary Schools

NUMBER: REF-1266.15

ISSUER: Joy Mayor, Controller
Accounting and Disbursements Division

DATE: August 30, 2021

ROUTING
Local District Operations Administrators
Secondary Principals
Adult School Principals
ROC and Skills Center Principals
Financial Managers
Cafeteria Managers

PURPOSE: The purpose of this Reference Guide is to provide information and guidance on 2021-22 armored car pickup service for Student Body Stores and Cafeterias at secondary schools.

INSTRUCTIONS: Sectran Security Inc. has been awarded a five-year contract to provide armored car service to schools for the period of September 1, 2021 through August 31, 2026.

To avail of the car pickup services, Financial Managers need to submit to their respective Coordinating Financial Manager the completed Request for Authorization-Other form (Attachment C) to request authorization for expenditure. The form should indicate the start service date, the number of pickup days per week, and the applicable standard monthly service rate as shown below. It should be noted that middle and senior high schools should indicate 50% of the standard monthly rate since Cafeteria Food Services pays for 50% of the cost.

Five (5) days per week	\$390/mo.	\$390.00
Four (4) days per week	\$312/mo.	\$312.00
Three (3) days per week	\$234/mo.	\$234.00
Two (2) days per week	\$170/mo.	\$170.00
One (1) day per week		\$105.00

Unscheduled pickup service	\$ 35.00 per stop
Summer School Session (Friday mornings only)	\$ 25.00 per stop

If a school wishes to increase or decrease the number of pickups in fiscal year 2021-22, the Financial Manager should complete Attachment A of this Reference Guide. The request will be reviewed by the Student Body Finance Support, and if approved, Sectran Security will be notified of the change in service.

The standard rates listed above may be reduced for some months due to holidays and days when school is not in session. Listed below is the calendar with the reduced rates.



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School Calendar for 2021-22 Includes service from 8-17-2021 through 6-10-2022

Month	% of Standard Rate	Month	% of Standard Rate	Month	% of Standard Rate
July	No pickup	November	73%	March	96%
August	50%	December	57%	April	76%
September	82%	January	67%	May	95%
October	100%	February	95%	June	36%

In addition, if Sectran Security misses a scheduled pickup or if there is an emergency closure of a school site, the monthly rate can be reduced further by having the Financial Manager complete Attachment B of this Reference Guide within five working days after the end of each month.

An average daily rate of \$16.80 per missed trip will be credited to the school. In addition, liquidated damages will be deducted as noted below:

1. \$ 10.00 shall be assessed for each scheduled pickup missed.
2. \$ 25.00 shall be assessed if two (2) successive scheduled pickups are missed.
3. \$ 50.00 shall be assessed if three (3) successive scheduled pickups are missed.

Note: A “missed trip” is when service is not provided during the scheduled time, on the scheduled day of service.

Please be aware that if the contractor stops for a scheduled pickup and the deposit is not ready for a pickup to be completed that day, the location shall pay for the scheduled pickup.

All scheduled pickups shall be between 8:00 a.m. to 3:00 p.m. with the request that pickup during the nutrition and lunch periods be kept to a minimum.

Please be aware that Sectran Security will submit their monthly invoice for all schools to the Accounts Payable Branch for payment. (Schools do not create PO, receiver or pay Sectran Security directly.) Individual school’s student body organization will receive an invoice from the District’s General Accounting Branch with the amount that must be reimbursed to the District. When remitting the invoice payment, please ensure to include the invoice number for proper crediting of the school account.



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**RELATED
RESOURCES:**

Publication 465 "Student Body Policies and Accounting Procedures-Secondary Schools"
July 2017

Publications 469 "Student Body Policies and Accounting Procedures-Division of Adult
and Career Education" April 30, 2008

ASSISTANCE:

For assistance or further information, please contact the Student Body Finance Support at
(213) 241-2150.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting & Disbursements Division

ATTACHMENT A

TO: Student Body Finance Support
FAX (213) 241-6829 or (213) 241-4600
email to ovanes.shaginyan@lausd.net

FROM: _____

SUBJECT: **REQUEST TO CHANGE ARMORED CAR PICKUP SERVICE**

We would like to request that the armored car pickup service for student body and cafeteria funds be changed.

Our **current** pickup schedule:

(Please check days of current schedule)

Monday Tuesday Wednesday Thursday Friday

Our **revised** regular pickup schedule that we are requesting:

(Please check days of revised schedule)

Monday Tuesday Wednesday Thursday Friday

Request for unscheduled pick-up service, indicate the date (s) below:

Name of School: _____

Name of Financial Manager: _____

Signature of Financial Manager: _____

Tel.# & Email of Fin. Manager: _____

Name of Principal: _____

Signature of Principal: _____

Date of Request: _____

Effective Date Requested: _____

Notes:

Request for New Service will be effective three (3) business days after request is received.

Request for Change of Service Day Pick-up will be effective the week after the request is received.

Request for Change of No. of Pick Ups will be effective the following month after the request is received.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting & Disbursements Division

ATTACHMENT B

TO: Student Body Finance Support
FAX (213) 241-6829 or (213) 241-4600
email to ovanes.shaginyan@lausd.net

FROM: _____

SUBJECT: **REQUEST FOR ADJUSTMENT TO MONTHLY RATE**

This is to certify that the monthly rate for armored car pickup service for the month of _____, 20____, should be reduced.

• *The reason for this reduction is:* (Check one)

Missed pickup(s): Emergency Closing of School:

Date(s) of the Missed Pickup or Emergency

Closure: _____

A "missed pickup" is when service is not provided on the scheduled day and time. Please be aware that if the contractor stops for a scheduled pickup and the deposit is not ready, the location shall pay for the scheduled pickup.

• *Please check the days of your school's regularly scheduled weekly pickup service:*

Monday Tuesday Wednesday Thursday Friday

Name of School: _____

Name of Financial Manager: _____

Signature of Financial Manager: _____

Tel.# & Email of Fin. Manager: _____

Date: _____

Form should be completed and faxed to the above-referenced number no later than 5 working days after the end of each month.

=====Accounting Controls & Oversight Branch Use Only=====

Notes: _____

Number of days		X \$16.80	\$
Missed pickup Fee (\$10.00, \$25.00, or \$50.00)			\$
Total Reduction			\$

Los Angeles Unified School District
Student Body Finance Section
Request for Authorization – Other

Attachment C
RFA-Other

The Student Body of:		Date:
1.	<input type="checkbox"/> Request for Expenditure	This expenditure is in the ASB Budget: Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor/Contractor/Employee*		Amount: \$.
Description: _____		
<small>*If services are provided, a W9 must be completed. Risk Mgt approval may also be required for insurance purposes. If employee, W4 and I9 must be completed.</small>		
2.	<input type="checkbox"/> Receive a Cash or Non-monetary Donation	
Donor:		Amount: \$.
Item/Check # and Date:	Make:	Model:
Serial #:		
Purpose:		
3.	<input type="checkbox"/> Transfer or Dispose of Student Body Owned Equipment/Inventory	
Recipient:		Value: \$
Equipment/Inventory Description: Note: If approved, item(s) should be removed from ASB Inventory.		
4	<input type="checkbox"/> Other	
Description:		
Approved in Student Body Council Meeting (required for secondary school) Date: _____. Minutes are attached to this Request.		
Signature of Principal (Required): _____ Date: _____		
Signature of ASB Treasurer (Required for Secondary): _____ Date: _____		
Signature of Financial Manager (Required for Secondary): _____ Date: _____		
<i>After completion, please submit to your Coordinating Financial Manager with a copy of the check (via email)</i>		
SBFS Approval <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments: _____		
Coordinating Financial Manager Signature: _____ Date: _____		
Other Approvals (if applicable): M&O: _____ Date: _____		
OEHS: _____ Date: _____		
Additional Approval for Donation only (All signatures are required):		
(\$5,001 to \$15,000) Accounting Mgr Signature _____ Date: _____		
(\$15,001 to \$20,000) Deputy Controller Signature: _____ Date: _____		
(\$20,001 and above) Controller Signature: _____ Date: _____		