



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

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

**NUMBER:** REF-1266.16

**ISSUER:** David D. Hart, Chief Financial Officer  
Office of the Chief Financial Officer

Joy Mayor, Controller  
Accounting and Disbursements Division

**DATE:** September 26, 2022

**PURPOSE:** The purpose of this Reference Guide is to provide information and guidance on 2022-23 armored car pickup service for Student Body Stores and Cafeteria 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

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



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If a school wishes to increase or decrease the number of pickups in fiscal year 2022-23, 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 Single Track calendar with these reduced rates.

### Single Track School Calendar for 2022-23

Covers pick-up service from 8-15-2022 through 6-30-2023

	% of Standard Rate		% of Standard Rate		% of Standard Rate
July	No pickup	November	73%	March	91%
August	59%	December	50%	April	65%
September	86%	January	73%	May	96%
October	90%	February	95 %	June	52%

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 close 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 pick-up 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. and 3:00 p.m. with the request that pickup during the nutrition and lunch periods be kept to a minimum.



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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.

**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) 241-2186.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting & Disbursements Division

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

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

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

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 workings days after the close 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			\$