

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

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

AUTHORIZING OFFICE:

Deputy Superintendent
Division of Instruction
Facilities Services Division
Personnel Commission
Local District/School Based Employee
Office of Chief Strategy Officer
Office of the General Counsel
Office of Leadership Development & Partnerships
Office of School Culture, Climate & Safety
Office of Special Education, Equity & Access
Other Office: _____

APPROVED BY:"

Megan K. Reilly
Alison Towery-Yoshimoto
Mark Hovatter
Karla Gould
LD Superintendent
Veronica Arreguin
David Holmquist
Hilda Maldonado
Steven Zipperman
Anthony Aguilar
Name: _____

SIGNATURE (REQUIRED)

DATE:

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: _____
☐ Denied. Comments: _____

To PSD for processing on: _____

Returned to requestor on (Date): _____

Revised 8/29/2019