



## INCOMING ADMINISTRATOR'S CHECKLIST

ADMINISTRATOR INFORMATION			
Employee Name:		Official Start Date:	
School Name:			
School Address:			
Telephone Number:		E-mail Address:	
CHECKLIST			
	ITEMS/ACTIONS NEEDED	NOTES/INSTRUCTIONS	
<b>BUDGET</b>	Contact the Fiscal Specialist assigned to your school to discuss/review your budgets.	<u>Appointment made with:</u>  <u>Date of meeting:</u>	
<b>DATA SYSTEM APPLICATIONS</b>	Send an email to the SAP Security Team ( <a href="mailto:sapsecurityteam@lausd.net">sapsecurityteam@lausd.net</a> ) to request role RF706 for your magnet cost centers, if applicable.		
<b>PROCUREMENT CARD (P-CARD)</b>	Read P-Card policies and procedures and complete the MyPLN P-Card training and quiz. Contact your school's P-Card Representative to send you an invitation to the training.		
	Complete the following: 1. District Credit Card application/District Credit Card Update Form 2. P-Card Holder/Approving Official Agreement	Return these forms to the P-Card Unit via email. Visit the Procurement website for the required forms and your assigned P-Card representative.	
	If the principal/administrator is the cardholder, the approving official is the Regional Director or designee.	Send the completed application and agreement to your Regional Director.	
	If the principal/administrator is the approving official for cardholders within the school, submit the Credit Card Update Form and P-Card Holder/Approving Official Agreement to the P-Card Unit.	Return these forms to the P-Card Unit via email. Visit the Procurement website for the required forms and your assigned P-Card representative.	
<b>STUDENT BODY</b>	Notify the Treasury Branch about change in administrator and submit new signature cards.	Call (213) 241-2745.	
EMPLOYEE SIGNATURE			
Signature:		Date completed:	
<input type="checkbox"/>	<b>Send this completed form to your Fiscal Specialist.</b>		