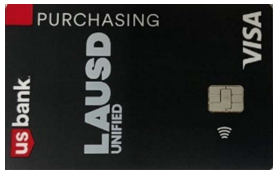






	TYPE	TIMELINE	DOCUMENTATION
 P-Card	Purchasing Goods and General Services up to \$10,000 and under	Immediate	None
 P-Card (Exception or card declines)	<ul style="list-style-type: none"> Special purchase of restricted items requiring Credit Card Exception Purchase over \$10,000 and vendor won't accept PO 	2 Business Days or Less	<p>Credit Card Exception Request Form should be submitted to your Regions P-Card Representative:</p> <ul style="list-style-type: none"> NEW! Submit Completed Exception Request Forms through ServiceNow <p>West - Sarah.Gomez1@lausd.net South - Vacant North - Garrison.Wong@lausd.net East - Jesus.Sandoval1@lausd.net Adult Schools and Central Offices - Martha.Viramontes@lausd.net</p>
To Initiate Procurement Request	Purchasing Goods and General Services for up to \$10,000	No More Than 3 Business Days	Not Required
	Purchasing Goods and General Services \$10,001 to \$114,800 (State Bid Limit)	No More Than 15 Business Days	1 verifiable quote + 2 additional quotes if available
	Purchasing Goods and General Services over \$114,800 (State Bid Limit)	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Product specifications Results in a formal solicitation using Invitation to Bid (IFB)
	Professional Services up to \$25,000	15 Business Days	1 verifiable quote required, 2 additional quotes if available, certificate of insurance
	Professional Services \$25,001 to \$250,000	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Statement of Work Evaluation criteria Proposal Submittal Requirements <p><i>Procurement will run an Informal Request for Proposal (IRFP)</i></p>
 Travel	Professional Services Over \$250,000	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Statement of Work Evaluation criteria Proposal Submittal Requirements <p><i>Procurement will run a formal Request for Proposal (RFP)</i></p>
	Airfare and pre-paid hotel booking for approved travel requests	1 Business Day	<ul style="list-style-type: none"> ATRN or Fieldtrip Approved Travel Freeze, Credit Card Exception Form (if over \$10,000)

PSD CONTACT LIST:

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