PROCUREMENT FREEZE EXEMPTION REQUEST

To: **Procurement** **Date** _____

From: _____ _____
Site Administrator **School / Office**

Phone: _____ **Email:** _____ **Fax No:** _____

SUBJECT: REQUEST FOR FREEZE EXEMPTION FOR SUPPLIES, EQUIPMENT AND SERVICES
A request for purchase/contract freeze exemption is being requested for:

☐ **District Distribution Center Order.** **SR No.** _____

For transactions below, please allow fifteen (15) business days of lead time for all necessary approvals and processing time.

☐ **Non-Stock Supplies/Equipment/General Services Order From an Outside Vendor.**
Attach Completed Request for Procurement Action (**Form - CS001**) > $81,000.
RX No. _____

☐ **Professional Services Agreement.** Attach Completed Request for Procurement Action.
(Form - CS001) RX "CS" No. _____

☐ **Service/Task Order to Master Services Agreement.** Attach Completed Service Order Form.
RX No. _____

☐ **Rental of Facilities. RX No & Date of Event:** _____
Description (Required):

☐ **Conference Attendance. Please include 10.12 Form and supporting documents.**

RX No. & Date of Event Date: _____
Justification (Required):

Fund: _____ **Area:** _____ **Organization:** _____ **Program:** _____ **Object:** _____

Requesting Site Administrator _____ **Date:** _____
Print Name

_____
Signature

EXEMPTION ORIGIN:	**AUTHORIZED BY:**	**SIGNATURE IS REQUIRED**	**DATE:**
School Based Employee	ESC/AOO		
Facilities Division	Mark Hovatter		
Chief Operating Officer	Enrique Boull't		
Chief Financial Officer	Megan Reilly		
Instructional Division	Jaime Aquino		
Senior Deputy Superintendent, School Operations	Michelle King		
Chief Strategy Officer	Matt Hill		
General Counsel	David Holmquist		

Submit as follows:

Professional Services:
Procurement - Contract Administration
333 S. Beaudry, 22nd Floor
Los Angeles CA 90017 or fax to (213) 241-5845

Supplies or Equipment (stock or non-stock) & General Services:
Procurement Services Center
8525 Rex Road, Pico Rivera CA 90660
or fax to (562) 654-9019

☐ Approved by: _____ To Procurement for processing on: _____

☐ Denied. Comments: _____

Returned to requestor on: _____

Revised November 2012