

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Business Services Division

PROCUREMENT CERTIFICATION

Date: _____

School/Office: _____

Contact Name: _____

The Imprest fund or Procurement Card (P-card) should be used for transactions for \$1,000 or less. Transactions over \$1,000 but less than \$3,500 require two fax quotations; from \$3,500 to \$59,599 require three written quotations; over \$59,600 require formal competitive bid process.

RX NO. _____

PURCHASES

Vendor Name	Contact & Phone No.	Description of Product/Service	Subtotal	Sales Tax	Delivery/Installation	Total

Provide justification for selection of vendor if other than lowest price; or if there are fewer than 2 quotes for transactions less than \$3,500, or fewer than 3 quotes for transactions for \$3,500 and less than \$59,600

CERTIFICATION

I certify under penalty of perjury that I have complied with the selection process required by the Board of Education and that supporting documents are on file in my office and available for inspection upon request. I also certify under penalty of perjury that there is no conflict of interest with the vendor selected above.

Administrator _____
 Signature

 Print Name/Title

###