

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 8, 2022

To: Area Superintendents, Middle Level and Senior High School Principals

Subject: PROCUREMENT OF FACILITIES, EQUIPMENT, AND SERVICES FOR HIGH SCHOOL GRADUATION AND MIDDLE-LEVEL PROMOTIONAL EXERCISES

Department and/or Persons Concerned: Site Administrators and Planning Committees

Due Date: **January 20, 2023**

Reference: Administrative Regulation 6146.1

Action Requested: **If needed, complete and submit the [2023 Graduation Procurement Guide](#)**

Brief Explanation:

To request facility rentals, chair/stage equipment rentals, sound equipment rentals and sound checks, equipment hauling, and security services needed for graduation and promotional exercises, please follow the link below and submit the required Intake Forms (via the links provided within the 2023 Graduation Procurement Guide) to Strategic Sourcing & Contracts, if needed.

[2023 Graduation Procurement Guide](#)

Area Superintendent approval will be required to hold off-campus graduation/promotion ceremonies. This approval will be acquired via the Intake process. **Site funds should be used to pay for facility rentals.**

Strategic Sourcing & Contract requires 8-12 weeks to process any rental or service request. Please submit any Intake Forms no later than **January 20, 2023**.

Each high school will get an annual budget based on their previous allocation.

Budget and e-Pro Information:

Centralized funding is provided for rental of equipment, facilities and non-capitalized equipment **for High Schools only**. High schools may submit e-Pro requisitions charging the following accounts (use your site's cost center in the XXXX):

Description	Category	Budget No.
Rental of Equipment	SVC 5619	XXXX-00070-00-5619-2700-0000-01000-0000
Rental of Non-Educational Facilities	SVC_5621	XXXX-00070-00-5621-2700-0000-01000-0000
Equipment Non-Capitalized	GDS 4519	XXXX-00070-00-4491-2700-0000-01000-0000

In the “Additional Information” box on the e-Pro, include: Sr. High School Graduation Ceremony for (*school name*), Contact Name and Telephone Number.

For site-funded items, schools must submit e-Pro requisitions that include valid budget numbers and a full and complete description of items needed.

Any questions regarding the procurement of graduation/promotion ceremony materials may be directed to Kate Piscopo kpiscopo@sandi.net.

APPROVED:



Jennifer Roberson, Ed.D
Instructional Support Officer
Secondary