

INTEGRITY MEMO #57

To: All Principals, Athletic Directors, and Clerks

From: Brendan Perry, Policy and Procedure Specialist
Policy and Procedures

Cc: Pedro Martinez, Chief Executive Officer
Bogdana Chkoumbova, Chief Education Officer
Felicia Sanders, Chief Schools Officer
Mary Beck, Acting Chief of Teaching and Learning
Patricia Hernandez, Executive Director (Interim Officer), Procurement
Kimberly Jones, Executive Director, Transportation
David Rosengard, Executive Director, Sports Administration
Nicole Waites, Vendor Support Services Manager
Ellen Lorden, Risk and Insurance Manager
Network Chiefs, Deputies and Teams

Date: January 30, 2023

Re: **ATHLETIC / EXTRACURRICULAR EVENTS - Vendor Approval**

If you are planning any student travel activities, including but not limited to participating in an athletic competition or extracurricular event at another local school district, you must first submit a request for approval through the [Student Travel portal](#) to the CPS Policy Team.

If there is a cost for the activity paid by CPS, standard protocol is for schools/departments to also submit a vendor sponsorship request to onboard the local school districts or related trip vendor. This process may take several days and even over a week (depending on the responses of the vendor), so please submit the request as soon as possible.

For events within 14 days, which are considered last-minute events with payments, trips will still need to be approved by Student Travel, and procurement may be able to issue an emergency vendor number in order to pay for the tournament/event. To do so, please reach out to Procurement via the [Customer Service Request Form](#) at least 48 hours prior to the beginning of the event.

Attached are further [guidelines](#) for student travel, [Student Travel](#) website, and the [policy](#). These types of events fall under Category 4: Interscholastic competitions and other similar events with a total value of less than \$10,000.

TRUE OR FALSE: TEST YOUR KNOWLEDGE

1. If an event is taking place at another school district, do you need to submit a sponsorship to enroll them as a vendor, if they are currently not a vendor with CPS?

TRUE: Even if the event is at another school district in Illinois (also true outside of Illinois), that school district must be enrolled as a vendor with CPS in order to receive payment.

For more information about this memo, contact:

Name: Procurement
Mailing Address: 42 W. Madison St., Chicago IL 60602
Phone: (773) 553-2280
Email: [Procurement Customer Service Request](#)
Website: [Procurement](#)

Name: Transportation
Mailing Address: 42 W. Madison St., Chicago IL 60602
Phone: (773) 553-2860
Email: transportation@cps.edu
Website: [Student Transportation](#)

Name: Cherise Curtis, Policy and Procedures
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