MEMORANDUM

To: **All Employees**
From: **Dr. Marguerite Williams, Assistant Superintendent, Business Services**
Subject: **Protocol for Vendors and/or Guests on Campus**
Date: **September 2, 2025**

This is an important reminder that no vendors, contractors, guest speakers, or other visitors are permitted on any PUHSD campus or facility without prior approval from the District Office. This applies to instructional time, after-hours activities, clubs, athletics, professional development, and community events. This policy does not apply to parents conducting business related to their student(s); however, they must still sign in at the front office through the Raptor system using valid identification.

All requests must be submitted to the District Office before extending an invitation or confirming any paid or unpaid services by an outside vendor. The Low-Risk Service Agreement, along with all required documentation—such as contracts, certificates of insurance, W-9s, and background clearances—must be completed in advance. This Agreement is intended for low-cost, low-risk, short-term services. It is required for all guest speakers who will interact with students or provide consulting services on campus. No engagement may proceed until written authorization has been issued. Carmen will provide the necessary paperwork and protocol for the Low-Risk Service Agreement tomorrow.

Upon arrival, every approved visitor must sign in at the front office through the Raptor system using valid identification and must always wear a visitor badge while on campus. This process is essential for ensuring the safety and security of our students and staff, maintaining legal and financial compliance, and coordinating operations across the District. If a vendor or consultant arrives without prior approval, staff must deny access, notify the site administrative office immediately, and direct the individual to contact the District Office. Services, sales, retirement planning, or presentations may not proceed under any circumstances without authorization. Risk Management will always notify staff when approved vendors are onsite during open enrollment.

Please note that this requirement covers all guest speakers, classroom presentations, vendor demonstrations, food vendors, athletic support, contractors, and community partnerships. The only exceptions are emergency responders in the course of duty and parents or guardians following the standard check-in procedures for student-related matters. All approval requests must be submitted at least ten business days in advance. For assistance with the process, please contact the appropriate director based on the services required:

- **Adam Estrada**, Director of Risk Management & Environmental Safety
  adam.estrada@puhsd.org | 951-943-6369, Ext. 80281
- **Carmen Ochoa**, Director of Purchasing
  carmen.ochoa@puhsd.org | 951-943-6369, Ext. 80231

Thank you for your cooperation in keeping our campuses safe, compliant, and well-managed. This directive is effective immediately, and noncompliance may result in the cancellation of activities and follow-up with supervisors.

Cc: Dr. Araux, Superintendent
All Cabinet Members
District Leadership Team