PERRIS UNION
HIGH SCHOOL DISTRICT

155 E. Fourth Street, Perris, CA 92570
951-943-6369

puhsd.org PerrisUnionHSD

Superintendent: Dr. Jose Luis Araux

Dr. Marguerite Williams
Assistant Superintendent
Business Services

Dr. Shanna Egans
Assistant Superintendent
Educational Services

Alfredo Andrade
Chief Human Resources Officer

TO: All PUHSD Staff

FROM: Carmen M. Ochoa, Director of Purchasing

DATE: September 4, 2025

SUBJECT: Procedures for Submitting Low Risk Services Agreement Form

To ensure compliance with district policies and to support timely processing of Low-Risk Services Agreements (LRSA), all staff must follow the required approval workflow. The process begins with the school site secretary, who is responsible for creating or uploading the agreement, completing all required forms and checklists, and obtaining the service provider's signature. Once the agreement is prepared, the secretary submits it to the principal for review. The principal is responsible for reviewing the agreement to ensure it is accurate, compliant with site policies, and aligned with the needs of the school. If revisions are needed, the agreement will be returned to the secretary for edits. Once the principal has approved the agreement, it is then forwarded to the Director of Purchasing for final review.

The Director of Purchasing reviews the contract terms, verifies vendor compliance, and ensures that all purchasing regulations are followed. The director also confirms that the agreement adheres to district procurement policies. At this stage, the agreement will either be granted final approval or returned with requests for adjustments. Once finalized, the agreement should be stored in the district's records management system, and copies should be distributed to the secretary, principal, and Purchasing Department for future reference.

In addition to the signed LRSA, the requester must collect and submit all required supporting documents. These include the Certificate of Insurance, a completed W-9 Form, and a Fingerprint Form. These documents are essential to verify compliance with district and state requirements. It is important to remember that no services may be rendered until all approvals have been obtained. Failure to follow these procedures may result in delays or non-compliance with district protocols. By adhering to this process, we can ensure that all agreements are handled efficiently and in accordance with district standards.

The LRSA is intended to be used for specific types of services, including animal demonstrations, disc jockeys (DJs), enrichment programs, event planners, food vendors such as food trucks and caterers, inflatable amusement devices such as jumpers and bounce houses, office equipment repair, storytellers, other student assembly activities, sales presentations from vendors, classroom guest speakers, and game trucks. By using this agreement process for these services, the district ensures that important safeguards are in place for student safety and legal compliance.

An LRSA is not required for all situations. Guest speakers who are members of law enforcement or other first responders are exempt from this requirement. In addition, any provider who already has a district-approved contract or purchase order (PO) in place does not need to submit a separate LRSA. **Please see the attached checklist to guide your submission.**

It is important to remember that no services may be rendered until all approvals have been obtained. The district is also working on adding the LRSA to the Informed K12 system. Once this update is complete, an updated memo with revised procedures will be distributed.

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