



LENNOX SCHOOL DISTRICT

Business Services Department

BUSINESS SERVICES HANDBOOK

Policies, Procedures & Reference Guide

For School Site Administrators and District Office Staff

School Year 2026–2027

Lennox School District · 10319 Firmona Ave, Lennox, CA 90304 · (310) 695-4000

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INTRODUCTION

This handbook has been prepared by the Lennox School District Business Services Department to serve as a comprehensive reference guide for school-site administrators, office managers, and site-level staff responsible for financial operations. It is designed to promote consistent, accurate, and legally compliant business practices across all District sites.

All procedures described herein align with Lennox School District Board Policy, applicable California Education Code, and applicable federal and state regulations. Site administrators are responsible for ensuring that all site-level staff understand and adhere to the procedures outlined in this handbook.

This handbook is reviewed and updated annually. Substantive changes will be communicated to administrators. Questions regarding any procedure should be directed to the Business Services Department.

Business Services Contact: Accounts Payable: ap@lennoxk12.org · Purchasing: purchasing@lennoxk12.org · Phone: (310) 695-4000

SECTION 1 — TIME REPORTS AND PAYROLL

Salaries and benefits represent approximately **85%** of all District expenditures. The accuracy of time reports is not optional — it is a fiscal and legal responsibility for every site administrator.

1.1 Administrator Responsibilities for Time Reports

Site administrators are responsible for ensuring that timesheets are properly maintained for all employees at their respective school site.

- Employees must be listed alphabetically by last name, followed by position title and employee number.
- Employees working fewer than eight (8) hours per day (e.g., shared contracts at 50%) must have hours shown to the left of the applicable column.
- The site administrator must review all timesheets, sign each sheet attesting to accuracy, and forward completed timesheets to the Business Office by the applicable deadline.
- Timesheets must be maintained and updated on a daily basis.

NOTE: Under no circumstances should timesheets inaccurately reflect employee attendance. Compensatory days must be recorded and paid accordingly. If corrections are needed, submit a revised timesheet covering all records for the affected pay period.

1.2 Timesheet Color Codes and Submission Deadlines

The District uses a color-coded timesheet system to distinguish employee classifications and pay schedules. All timesheets must be submitted to the Business Office by the applicable deadline shown below.

Color	Employee Type	Submission Deadline	Additional Notes
Pink	Classified Monthly Employees	15th and last day of each month	Extra duty hours must be reported on a separate white timesheet per pay period.

Blue	Classified Hourly Employees	15th and last day of each month	Second period covers the 16th through the 30th or 31st.
Yellow	Certificated Monthly Employees	Per payroll accrual deadline calendar	Corrections for the 28th through month-end must be submitted before school ends.
Green	Certificated Hourly Employees	Last day of the month	—
Tan/White	Taskforce, e-time, and Overtime	Per payroll accrual deadline calendar	Board approval date, item number, and budget number must be referenced. Late submissions are paid on the next pay period.
White	District-Employed Substitutes	On or before last day of month; hand-delivered by 4:00 PM	Ensures payment on the 10th of the following month.
White	Extended School Programs	Per payroll accrual deadline calendar	Special Education and regular ESY timesheets must be submitted separately and labeled accordingly.
Blue	Substitute Classified Employees	15th or last day of the month	Must be signed by the supervising administrator. Late submissions subject to delayed payment.

1.3 Absence Codes

All timesheets must use the approved absence codes to accurately reflect employee attendance. The following codes are approved for use by the Lennox School District:

A	Personal Business	S	Sick Day	V	Vacation
P	Personal Necessity	N	Non-Work Days	D	Death in Family
H	Holiday	C	Staff Development / Conference	J	Jury Duty
X	Other — Explain in Comments				

1.4 Break Time Entitlements — Classified Employees

Hours of Employment	Break Entitlement	Notes
3.99 hours or less	None	An unpaid break is optional at the employee's discretion.
4.00 to 5.99 hours	10 minutes (paid)	One paid rest break designated by the District, in consultation with the unit member.
6.00 to 8.00 hours	20 minutes (paid)	Full-time unit members receive a 20-minute rest break. Unit members with a 4–6 hour workday receive a 10-minute rest break.

1.5 Work Hours and Lunch Period Requirements

- The regular workweek for full-time unit members is forty (40) hours, five (5) days per week.
- The regular workday for full-time unit members is eight (8) hours, exclusive of the lunch period.
- Unit members working six (6) or more hours per day are entitled to at least a one-half (½) hour uninterrupted lunch period outside the assigned workday. By mutual agreement with the immediate supervisor, the lunch period may be extended to a maximum of one (1) hour through a combination of rest break time and/or an extended workday.

1.6 Sick Leave Deductions

- LTA (certificated) members: Sick leave is deducted in half-day increments.
- Unit A (classified) members: Sick leave is deducted in one-hour increments.
- Unit B (classified) members: Sick leave is deducted in one-hour increments, with half-hour increments applicable after 3:15 PM.

For complete sick leave guidelines, refer to the applicable Collective Bargaining Agreement, available at lennox.k12.ca.us.

1.7 Personal Necessity Leave

Requests for Personal Necessity Leave must be submitted to the Business Office as soon as they are received and **prior** to the requested leave date.

- A copy of the approved request is returned to the employee. Any "P" (Personal Necessity) code on a timesheet without an approved authorization on file will be reclassified as a Personal Business day and salary will be reduced accordingly.
- P1 and P2 Personal Necessity days require prior written approval from both the site administrator and the Superintendent.
- Non-work days (e.g., Winter Break, Spring Break) must be indicated on the timesheet with a continuous line through the affected dates and "N" codes at each end.

1.8 Extra Time and Overtime

Extra time must be recorded on the timesheet on the dates worked and noted in the "Remarks" column. Extra time is compensated at straight time unless the employee qualifies for overtime.

IMPORTANT: An employee shall not be permitted to work more than 30 minutes per day in excess of their regular assignment for a period of 20 consecutive working days. It is the site administrator's responsibility to ensure this limit is not exceeded.

1.9 Custodian Weekend and Off-Schedule Assignment Guidelines

The following guidelines apply when custodians are assigned work on weekends or outside their regular schedule:

- **Alarm Responses**
 - Minimum compensation is two (2) hours for responding to an alarm call-out.
 - Full-time custodians are compensated at the overtime rate; part-time custodians at the straight-time rate.
 - If the response is resolved in less than two hours, the custodian may be released but retains full two-hour compensation.
- **Civic Center / Use-of-Facilities Events — Staff Outside Regular Schedule**
 - Custodians or Campus Supervisors assigned to Civic Center events outside their regular schedule are compensated for two (2) hours at the start and two (2) hours at the end of the event, provided there is a break between work periods.
 - Staff must be assigned sufficient duties to fill all paid hours.
 - Full-time custodians receive overtime rate; part-time custodians receive straight-time rate.
- **Part-Time Custodians — Weekend as Regular Schedule Day**
 - When a part-time custodian's regular schedule includes a weekend day in lieu of a weekday shift, the schedule may be structured as a split event (two hours at opening, two hours at close). Additional duties are generally not required since this replaces the regular assignment.

- **Split Weekend Coverage — Two Custodians or Campus Supervisors**
 - Two custodians or campus supervisors may divide coverage with one working the morning shift and one working the afternoon shift, each satisfying the minimum two-hour requirement.
- **Assignment at Another Work Location**
 - When a custodian or campus supervisor covers an event at a site other than their regular work location, the Director of Facilities must approve, sign, and submit the timesheet for payroll processing.

1.10 Status and Funding Change (Referral Form)

A Status or Funding Change (Referral) Form must be submitted to the Personnel Office in each of the following situations:

- An employee's funding source changes.
- An employee's work hours are modified.
- An employee's work location changes.
- A temporary assignment is made.
- An employee resigns or is terminated.

IMPORTANT: Forms must be submitted to the Personnel Office promptly. Delays may negatively affect the school's budget. Changes to funding or work hours should be limited to no more than one change per year whenever possible.

1.11 Pay Periods and Check Issuance

Employee Category	Pay Frequency	Check Issuance Date
Classified Employees	Twice monthly	10th and 25th (Friday prior if weekend)
Certificated Employees	Monthly	First business day of the month
Substitute Teachers and Teacher Assistants	Monthly	10th (Friday prior if weekend)
Classified Overtime / Extra Time / Adjustments	With regular cycle	10th or 25th
Certificated Taskforce / Overtime / Adjustments	Monthly	First business day of the month

NOTE: Checks are delivered from the County Office and distributed via interoffice mail. On site-closure days, checks may be picked up after 11:30 AM. After the third business day, undelivered checks are mailed to the address on file.

1.12 Direct Deposit

All employees are eligible to participate in the District's Direct Deposit Program, which allows payroll funds to be deposited directly into the employee's designated bank account.

IMPORTANT: Employees are strongly encouraged to enroll in Direct Deposit. Enrollment forms are available in the Business Office. Once enrolled, allow approximately two (2) pay cycles for activation.

1.13 Paperless Pay Stubs — BEST/HCM Portal

Employees access their pay stubs electronically through the BEST Advantage HCM/Employee Self-Service (ESS) portal. Login credentials are emailed from BESTAuthentication@laoe.edu.

- Initial credentials are valid for 90 days. All users must log in and update their password within this period.
- Login issues should first be directed to the District HCM Security Coordinator (HSC).
- Unresolved issues may be escalated to the LACOE HCM Help Desk: hcmhelpdesk@laoe.edu or (562) 922-8888.

BEST Portal: <https://bestportal.laoe.edu/>

SECTION 2 — ACCOUNTS RECEIVABLE

2.1 Donations — Approval and Processing

All donations to the Lennox School District must be formally documented, reviewed, and Board-approved before they are accepted, processed, or deposited.

- Complete the Lennox SD Donation Form, available on the District website.
- Submit the form for Board approval. Donations will not be deposited until Board approval has been granted.
- After Board approval, attach a copy of the Donation Form and a completed deposit slip to the submission sent to Accounts Receivable.

2.2 Cash and Check Deposit Procedures

All deposits must be submitted to the Accounts Receivable (AR) Department in compliance with the following procedures.

- All deposits must be submitted in a bank deposit bag provided by the District Office.
- Deposits may be dropped off at the Business Department, Monday through Friday, 8:00 AM to 3:30 PM.
- Every deposit requires a completed Cash and Check Deposit Form (available on the District website).
- Checks must be submitted promptly upon receipt — do not retain or hold checks for any reason.
- Cash deposits require two (2) authorized signatures on the form, plus a completed deposit slip prepared by the site.
- All checks for study trips paid through site accounts (ASB, PTA, etc.) must be made payable to Lennox School District.
- Deposits are submitted to the bank twice per week; pick-up occurs every Tuesday.

IMPORTANT: Do not retain, delay, or hold any checks. Do not send deposits through interdistrict mail. Timely submission is required for accurate financial record-keeping.

SECTION 3 — ACCOUNTS PAYABLE

3.1 Reimbursements (Buy-Outs)

Reimbursements may be used for educational items not stocked in the District Warehouse, provided the total does not exceed **\$125.00 per day, per vendor**.

IMPORTANT: Reimbursements may NOT be made for equipment, furniture, electronics, entrance fees, or gift cards. Technology hardware and software accessories — including printers and printer ink — MUST be purchased via Purchase Order regardless of cost.

The following requirements apply to ALL reimbursement requests:

- Use the current Reimbursement Form (available on the District website). Outdated forms will not be accepted.
- Receipts from the same budget account may be combined on a single form.
- Each submission must total a minimum of \$25.00. Submissions below this amount will be returned and must be combined with another receipt.
- Original receipts are required. Copies are not accepted.
- Tape original receipts to a blank sheet of paper and attach to the form to facilitate scanning and digital record-keeping.
- All forms must be typed. Handwritten submissions will be returned.
- Complete all fields: employee's full legal payroll name, work location, budget number, and a full description of each purchase with prices, applicable tax, and vendor name.
- The site or district administrator must sign the form. If the administrator is the requestor, leave the signature line blank — it will be signed by the Chief Business Officer.
- Clerical staff must review all submissions for accuracy before forwarding to Accounts Payable. Mismatched amounts will result in the form being returned.
- Submit forms regularly. Processing takes up to thirty (30) calendar days.

Additional Requirements by Purchase Category:

- **Food Purchases**
 - List all food items on the right side of the Reimbursement Form.
 - Reference the Board date and Board item number.
 - Include an explanatory comment (e.g., "Culminating activity for Ethnic Studies Unit").
- **Revolving Cash Purchases**
 - Prior approval from the site administrator is required. Verify the budget number with Accounting before submission.
- **Online Purchases (e.g., Amazon)**
 - Submit both: (1) Proof of Purchase and (2) Proof of Delivery.
- **Receipts Containing Personal Items**
 - Cross out all personal or non-reimbursable items. Highlight items being claimed. Recalculate the subtotal with applicable tax.
- **Purchases Not Eligible for Reimbursement**
 - EBT card purchases and coupon discounts will not be reimbursed.

3.2 Travel and Conference Reimbursements

A conference or workshop is a professional learning event that improves the knowledge or performance of the attendee and directly supports the District's educational goals.

- **All conference attendance requires prior Board item approval before attendance.**
- Once Board-approved, submit a Purchase Requisition (XREQ) for all attendees listed on the Board item.
- Conference attendees must complete a Travel Conference Reimbursement Estimate Form.

- Travel Conference Reimbursement Estimate Forms must be signed by the attendee and supervisor.
- The signed form is submitted to the clerk/secretary to generate an XREQ. Once the XREQ converts to a PO, the PO number will be provided to the clerk/secretary when available.
- After the conference, all qualifying original receipts must be submitted referencing the PO number.

Qualifying Reimbursable Expenses:

Expense Category	Requirement / Limit
Registration Fees	Proof of payment required (credit card statement or confirmation notice showing amount paid).
Meals	Original itemized receipt required. Maximum \$50.00 per day. No alcoholic beverages. Gratuity reimbursable up to 15% of subtotal.
Lodging	Reimbursed at actual cost supported by original receipt. No personal incidentals.
Mileage / Transportation	Travel by the most direct and economical route. Claims may not exceed the Federal Standard Mileage Rate or the amount on the approved Estimate Form. Point of origin is the District Office address.

3.3 Consultant and Vendor Payments

A consultant is an individual or company hired to provide specialized services. All consultant agreements must be Board-approved before services begin.

- **Agreement Requirements**
 - Consultant name, SSN or Tax ID, W-9, and signature.
 - Total agreement amount, description of services, dates, location, and hours or sessions.
 - Board approval date, action number, and account number.
- **Execution and Processing**
 - Once Board-approved, the agreement is signed by the consultant and the Superintendent, then submitted to the program coordinator for XREQ generation.
 - A copy of the fully executed agreement must be attached to the XREQ.
- **Invoice Submission**
 - After services are rendered, the consultant submits an invoice to ap@lennoxk12.org.
 - Invoices must include: vendor name (matching the contract), date, service description, hours and rates if applicable, and administrator approval signature.
 - Payment is processed within thirty (30) calendar days of receipt of an approved invoice.

3.4 Purchase Order Receiving and Payment Processing

- Once goods or services are received, the original pink receiver must be signed by the designated authority and forwarded to the Business Office.
- Accounts Payable matches the signed receiver to the corresponding invoice and Purchase Order.
- Upon verification, the invoice is processed for payment and funds are disencumbered.
- The Accounts Payable Department processes payments within thirty (30) calendar days of invoice receipt.

IMPORTANT: Ensure all receiving documentation is complete before submitting. Payments will be delayed if documentation is missing, invoices lack a valid PO number, or items are incorrect.

SECTION 4 — PURCHASING PROCEDURES

The purchasing procedures in this chapter establish standards for transparency, compliance, and fiscal integrity. All District purchases must follow these procedures to ensure appropriate authorization, correct funding, and audit compliance.

4.1 General Purchasing Guidelines

- All purchases must be approved before goods or services are ordered.
- Employees may not confirm or submit orders to vendors without an approved Purchase Order (PO).
- Retroactive or after-the-fact Purchase Orders — issued after goods or services have already been received — are strongly discouraged and may result in audit findings.
- All purchases must use the correct funding source and be properly budgeted to ensure routing through the appropriate approval workflow.
- Plan purchases in advance to allow adequate time for processing, review, and authorization.

IMPORTANT: Only the Superintendent — or a duly authorized designee — has authority to enter into contracts on behalf of the Board of Trustees. All major financial commitments must flow through this authority.

4.2 Obtaining Quotes and Proposals

Before submitting a Purchase Requisition (XREQ), requestors must complete LACOE BEST System training and obtain a current, written quote, estimate, proposal, or Board-approved executed agreement.

Required information on all quotes:

- Vendor name and complete contact information
- Full description of goods or services
- Itemized pricing for each item or service line
- Shipping charges, if applicable
- Applicable sales tax (current rate: 9.75%)
- Billing email: ap@lennoxk12.org
- District name and delivery address

4.3 Purchase Requisitions in BEST (XREQ)

Items not stocked in the District Warehouse must be requested through a Purchase Requisition (XREQ) in BEST. Each XREQ routes through required approvals based on funding and location.

- **Header**
 - Attach all supporting documents (quote, proposal, contract, etc.).
 - Enter a document description (scope of work) — this field does not print on the PO.
 - Complete the Issuer and Requestor ID fields. Internal comments are for reference only.
 - Do not modify the default shipping/billing location (LEN777 Warehouse).
- **Vendor**
 - Select an active vendor from the database. Check Alias/DBA if not immediately found.

- If the vendor is new to the system, follow the Free Form Vendor procedure (see Section 4.5).
- **Commodity — Goods**
 - Select the appropriate commodity code. Enter item description as shown on the quote. Select "Item" line type. Enter quantity, unit, price, and tax.
- **Commodity — Services**
 - Select the appropriate service code (Freight: 78121603). Enter service description, service period (07/01/XX–07/31/XX), and contract amount. Professional services are generally non-taxable unless specified.
- **Accounting**
 - Enter the complete account string using the correct funding source.

4.4 Professional Services and Contracts

All contract packets submitted for Board approval must include:

- Lennox Professional Services Agreement (District-approved template)
- Scope of Work
- W-9 (must match the name on the contract)
- Certificate of Insurance (COI)

The Professional Services Agreement template is available on the Districtwide shared drive. Contact Purchasing at purchasing@lennoxk12.org for access.

4.5 Free Form Vendors (New Vendor Setup)

- Attach a completed W-9 in the Free Form Vendor section of the XREQ.
- Complete all required vendor information fields.
- Do not attach a W-9 for vendors already active in the system.
- W-9 forms may be submitted in advance to Purchasing to initiate vendor setup: purchasing@lennoxk12.org.

4.6 Purchase Order Processing and Vendor Communication

- Once all approvals are complete, Purchasing converts the XREQ to a Purchase Order and submits it to the vendor. The XREQ submitter is copied as a blind carbon copy (BCC).
- A second copy of the PO accompanies the delivery when the Warehouse delivers to the site.
- Do not reply to the PO email sent by Purchasing — doing so may inadvertently add site staff to vendor correspondence.
- Vendors are instructed to submit all invoices to ap@lennoxk12.org.
- Employees shall not authorize vendors to ship goods or begin services before receiving an approved PO.

4.7 Open Purchase Orders

- Open POs are used for recurring purchases from an approved vendor over a specified period for a specific object code.
- All purchases against an Open PO must follow the same approval process as standard XREQs.
- When multiple Open POs exist for the same vendor, requestors must select the correct PO to ensure invoices are applied accurately.
- Warehouse inventory must not be requested through an Open PO — use an XSRQ instead.

4.8 Purchase Order Change Requests

- Complete a PO Change Order Request Form and email it to purchasing@lennoxk12.org.
- Submit all change requests electronically. Do not send through interoffice mail.
- Submit each change request in a separate email. Do not combine multiple requests.
- For Open POs: state the requested increase or decrease in whole dollars (documentation not required unless a Board item is involved).
- For standard POs: combine the Change Order Request Form and supporting documentation into a single PDF before emailing.
- All required approvals from the original XREQ must also be obtained for the change request before the PO can be modified.

4.9 Receiving Goods — Warehouse Delivery

All deliveries are made to the District Warehouse. Pick-up arrangements are only permitted when specifically approved by Business Services and communicated by Purchasing.

- Warehouse staff receive shipments, verify quantities, inspect for visible damage, and receive the order in BEST before delivering to sites.
- Site personnel must inspect all items upon delivery and report discrepancies to Purchasing promptly.
- District employees should not sign for vendor deliveries unless specifically authorized for open purchase orders.

4.10 Warehouse Orders (XSRQ)

- Items stocked in the District Warehouse must be requested through a Warehouse Order (XSRQ) in BEST.
- Requestors must complete LACOE BEST System training before submitting an XSRQ.
- XSRQ requests require the appropriate account string and workflow approval before fulfillment.
- Approved orders are delivered according to the established warehouse delivery schedule.

4.11 Ricoh Copier Supply Requests

Ricoh copier supplies — including toner cartridges, staple cartridges, and waste toner containers — are managed by Purchasing and fulfilled through the Warehouse.

- Request a replacement as soon as a backup supply is installed. Early requests prevent shortages.
- Email requests to: purchasing@lennoxk12.org.
- Communicate with all staff who use the copier so they report immediately if any backup is replaced.
- Do not borrow supplies from other sites — this disrupts inventory tracking.
- Schools with multiple Ricoh copiers must specify which copier requires supplies when submitting a request.

Warehouse Delivery Schedule:

Monday	Jefferson Elementary
Tuesday	Buford Elementary & Lennox Middle School
Thursday	Moffett Elementary & Huerta Elementary
Friday	District Office, Maintenance & Preschool

SECTION 5 — ACCIDENT REPORTS

In order for proper follow-up to take place, it is essential that all types of accidents be reported promptly and thoroughly. Even minor accidents that appear uncomplicated at the time can later develop into significant claims. For this reason, it is important to maintain accurate information and documentation concerning the initial events of every accident.

5.1 Student Accidents

The following procedures apply to all accidents involving students:

1. Student Accident Reports must be completed for all injured students, signed by a site administrator, and forwarded to the Risk Manager in the Personnel Office and the Administrative Assistant in the Business Office. The school site should retain a copy for reference.
2. If an accident is serious enough to require the student to be removed from the school, or in all cases involving injury to the head, the health specialist or a site administrator must immediately notify the student's parents or legal guardians.
3. A student requiring immediate emergency medical treatment should be treated by paramedics and transported to the emergency department of the designated hospital:

Centinela Hospital Medical Center

555 East Hardy Street, Inglewood, CA 90301
Phone: (310) 673-4660

4. The Risk Manager in the Personnel Office and the Administrative Assistant in the Business Office must be immediately notified by phone of any student injury serious enough to require hospitalization.
5. Notification of next of kin should be made as indicated on the Emergency Card ("E" Card), Health Card, or Nurse's Form on file for the student.

5.2 Accident Report Forms

Accident report forms are internal District documents and are not to be made available to students, parents, attorneys, or any other outside parties for review or copying, unless specifically authorized by the Superintendent.

Any phone calls or written requests for information regarding an accident case received at the school site must be forwarded to the Risk Manager in the Personnel Department and Administrative Assistant in the Business Office for review and possible authorization. Site staff should not release any accident-related information independently.

NOTE: All accident documentation is confidential. Do not release any accident report information without explicit authorization from the Superintendent or designee.

SECTION 6 — VANDALISM REPORTS

All incidents of vandalism must be reported immediately upon discovery to both the Risk Manager in the Personnel Office and the Administrative Assistant in the Business Office. When reporting, clearly describe the nature of the damage and specify any support needed (e.g., replace doorknob, repair window).

All verbal reports must be followed up in writing using the Report of Vandalism Form within three (3) working days of the incident.

IMPORTANT: In any break-in or unauthorized entry situation, a careful inventory of the affected area must be conducted as soon as possible after the event to document all missing or damaged items.

Any items that must be replaced as a result of vandalism must be identified on a purchase requisition and submitted for processing through the standard purchasing procedure.

HELPFUL LINKS & RESOURCES

The following forms and resources referenced throughout this handbook are available at the links below:

- [Collective Bargaining Agreements](#)
- [Timesheet Samples](#)
- [Job Requisition Forms](#)
- [BEST Portal - ESS Login](#)
- [Donation Forms](#)
- [Cash & Check Deposit Form](#)
- [Reimbursement Form](#)
- [Service Agreement Template](#)
- [Service Agreement Amendment Form](#)
- [Travel Conference Reimbursement Estimate Form](#)

BUSINESS SERVICES — CONTACT DIRECTORY

For questions regarding any procedure in this handbook, please contact the appropriate Business Services team member listed below.

Department / Function	Primary Contact	Contact Information
Director of Financial Services	Orlando Orozco	(310) 695-4000
Accounts Payable	Beatriz Miranda	ap@lennoxk12.org
Accounts Receivable / Deposits	Edgar Mendoza-Mora	(310) 695-4000
Purchasing	Purchasing Department	purchasing@lennoxk12.org
Payroll	Payroll Department	(310) 695-4000
HCM / BEST Portal Support	LACOE HCM Help Desk	hcmhelpdesk@laoe.edu · (562) 922-8888