

**LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
FACILITIES CONTRACT SERVICES**

REQUEST FOR ACCESS TO LAUSD ONLINE TOOLS

Company Name: _____

E-mail Address: _____

Mailing Address: _____

Phone Number(s): _____ **Fax Number(s):** _____

Federal Tax ID Number: _____ **Contractor License Number:** _____

(Attach W-9 Form for Verification)

Please select:

- Prime Contractor Subcontractor

Please specify your request:

- Pre-Bid Certification Module** (to certify knowledge of prevailing wages)
 Online Certified Payroll Reporting System

If you select the Online Certified Payroll Reporting System, please complete and attach the Contract Add Form.

** If you are interested in bidding on LAUSD Construction Projects, and need to obtain a four-digit Vendor Number, please contact Facilities Construction Contracts: (213) 207-2300

Please send the form(s) via fax to:

Facilities Contract Services/Labor Compliance Department
Fax Number: (213) 241-8356

If you have any questions, please contact Facilities Contract Services/Labor Compliance Department: (213) 241-4647

Office Use Only

Online CPR granted by: _____ Date: _____

Pre-Bid granted by: _____ Date: _____

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Facilities Services Division, Labor Compliance Department**

**ONLINE CERTIFIED PAYROLL REPORTING SYSTEM
CONTRACT ADD FORM**

COMPANY: _____
(Must be registered or is registering for the LAUSD Online Tools)

DATE: _____

ADDRESS: _____

TIME: _____

FAX: _____

PHONE: _____

REQUESTOR: _____

EMAIL: _____

NO.	LAUSD CONTRACT #	ADD WORK DESCRIPTION (INCLUDE SCHOOL NAME)	PLEASE LIST YOUR PRIME AND THE GENERAL CONTRACTOR WITH WHOM YOU ARE CONTRACTED	PROJECT START DATE
1			LAUSD PRIME CONTRACTOR:	
			YOUR GENERAL CONTRACTOR <i>(if different)</i> :	
2			LAUSD PRIME CONTRACTOR:	
			YOUR GENERAL CONTRACTOR <i>(if different)</i> :	
3			LAUSD PRIME CONTRACTOR:	
			YOUR GENERAL CONTRACTOR <i>(if different)</i> :	
4			LAUSD PRIME CONTRACTOR:	
			YOUR GENERAL CONTRACTOR <i>(if different)</i> :	
5			LAUSD PRIME CONTRACTOR:	
			YOUR GENERAL CONTRACTOR <i>(if different)</i> :	

The Contract Add Form will only be accepted from Contractors who are registering or have registered for the LAUSD Online Tools. Please return this form via fax to: **(213) 241-8356**

<p>OFFICE USE ONLY CORRECTED BY: _____ DATE: _____</p>
