



PLEASE TYPE OR E-SIGNATURE YOUR APPROVERS NAME IN THE APPROVAL BOX BELOW. EVERYTHING IN GREEN MUST BE FILLED OUT.
EMAIL IT TO US BY PUTTING YOUR SCHOOL NAME & LOCATION CODE IN THE SUBJECT LINE OF THE EMAIL.

Supplier	Stores Warehouse Distribution	Date	
C/O	LAUSD	School Name	
Address	8525 Rex Road	Cost Center	
	Pico Rivera, CA 90660	Del. Loc.	
Contact	Warehouse Personnel	Contact Person	
Phone	562-654-9005	Phone	
Dept.		Email	

LN	G/L	COST CENTER	FUND	FUNCTIONAL AREA
1				

LN	QTY	UNIT	MATERIAL NUMBER	DESCRIPTION	UNIT COST	TOTAL COST
APPROVAL:					TOTAL	