



Equipment Request Form

School Name: _____ Date: _____

Manager: _____ Location Code: _____

Select the following that applies:

Replacing BER Unit (**Send BER Form**) Additional Equipment Other

Provide a detailed explanation for needing this item(s):

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Select the urgent need of this item(s) between 1-3:

Disclaimer: Regardless of the urgency selected, all requests are subject to Director and funding approvals. Then we must go through the procurement process. Lead times may vary by item and can take **up to 6 months**.

1 – Urgent/Order Immediately

2 – Needed soon

3 – Not Urgent

Needed approvals:

AFSS Name: 	AFSS Signature:
RM Name: 	RM Signature:

Send this form to:

Jorge Hernandez – jorge.hernandez5@lausd.net

Select the following items that you need:

Refrigeration	Cooking and Holding	Food Prep	Storage and Transport	Shelving
1-Sect Reach-In Refrigerator, 5-15 plug	2-Comp Convection Oven	Blender, Commercial Tabletop (Special Diets)	Full-Size Bun Pan Rack QTY:	74"x21"x36" QTY: Add 5" Casters
1-Sect Reach-In Freezer, 5-15 plug	2-Comp Convection Oven (Down Draft Diverter)	20QT Mixer w/Stand	Enclosed Bun Pan Rack QTY:	74"x21"x36" QTY: Add 5" Casters
1-Sect Roll-In Refrigerator, 5-15 plug	Full-Size Hot Food Cabinet, 5-15 plug	Mobile Mixing Bowl Stand w/ 30QT Bowl QTY:	Dunnage Rack QTY:	74"x21"x36" QTY: Add 5" Casters
2-Sect Roll-In Refrigerator, 5-15 plug	Full-Size Hot Food Cabinet, 5-30 plug	Prep Table QTY:	Bus Cart QTY:	
1-Sect Reach-In Freezer, 5-15 plug	Half-Size Hot Food Cabinet, 5-15 plug	Vollrath Food Processor	Stanchions QTY:	
2-Sect Reach-In Freezer, 5-20 plug	Half-Size Hot Food Cabinet, 5-30 plug		BIC Tilt Truck QTY:	
Cold Merchandiser, 6-20 plug QTY:	Hot Merchandiser, 6-20 plug QTY:			
49" Milk Cooler Single 49" Milk Cooler Dual 34" Milk Cooler Single	2- 2-Burner Coffee Maker QTY:			

If the item is not listed, please type in the item below:

FS Equipment Section Only	
Approved	Funds:
Deny	