LAUSD UNIFIED
Materiel Management Branch
8525 Rex Road Pico Rivera, CA 90660
T (562) 654 9009 | F (562) 654 9019

LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUISITION

SCHOOL NAME:

SUPPLIER: .....
NAME: .....
ADDRESS: .....
.....
.....
CONTACT: .....
PHONE: .....
FAX: .....

COST CENTER: .....
REQUESTED BY: .....
PHONE: .....
E-MAIL: .....
DEL DATE: ..... SHIP TO: .....
DEL BLDG/RM: .....
RESP PERSON: .....
COMMENT: .....

ACCOUNTING DATA

LN	G/L	COST CENTER	FUND	FUNCTIONAL AREA	LN	G/L	COST CENTER	FUND	FUNCTIONAL AREA
1					3				
2					4				

LN	QTY	UNIT	MATERIAL NUMBER	ACCT LN	DESCRIPTION	UNIT COST	TOTAL COST

APPROVALS:

SIGNATURE / TITLE

SIGNATURE / TITLE

Sub Total	
Sales or Use Tax	
Delivery Charge	
TOTAL	

FOR PURCHASING BRANCH ONLY

P.O. NUMBER: _____ DEL. DATE: _____
SUPPLIER: _____ TERMS: _____
NAME: _____ COMMENTS: _____
CONTACT: _____ CONTRACT #: _____
PURCHASING GROUP: _____ DATE: _____

FOR SHOPPING CART SUPPORT CENTER ONLY

SHOPPING CART: _____
LRP: _____
STO/PO: _____
INITIAL: _____
DATE: _____