**INSTRUCTIONS**

1. Attach receipt, paid invoice, or copy of advertisement for prepayment.
2. Obtain signature of a Division Head.
3. Forward completed form (with attachments) to:

**ACCOUNTING BRANCH**
**BUSINESS SERVICES**

**QUANTITY** | **ITEM** | **UNIT PRICE** | **TOTAL**
--- | --- | --- | ---

|  |  |  |  |

**MAKE CHECK PAYABLE TO (PRINT PLAINLY):**

Subtotal
Sales Tax
Total

(check will be sent to person requesting reimbursement -- indicated at top of form)

**CERTIFICATION**

I hereby CERTIFY that the item(s) listed above is/are for the use of the office of the L.A. Community College District.

(Print Name) (Signature)

*For electrical devices only. Item passed inspection

Building and Grounds Administrator

**APPROVAL**

DEPT. CHAIRMAN: 
TITLE: 

VP/ADM/BUS.MGR./DIV.HEAD: 
TITLE: 

**ACCOUNTING CODE:** 
Bus. Area - Fund - Fund Ctr - G/L Acct 

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