GS/MM 1 (R. 3/84)
850B027

CITY OF LOS ANGELES
STORES MULTI-USE FORM

642137

MATERIAL REQUEST | RETURN TO STOCK | PRINT SHOP | SALVAGE | STOCK TRANSFER

ACCTG. DATA

ORDER DATE	FISCAL YEAR	IDO	DEPARTMENT	FUND NO.	ACCOUNT NO.	TOTAL COST
/ /						

PREPARED BY	PHONE	APPROVED BY	DATE	ACCTG. APPROVAL	DATE
			/ /		/ /

SHIP TO

TO LOC.	FUND NO.	ADDRESS/PROJECT LOCATION	CONTACT NAME	PHONE	DATE DESIRED
					/ /

SHIP FROM

FROM LOC.	FUND NO.	ORDER FILLED BY:	DATE	SUB-PURCHASE ORDER NO.	CONTRACT NO.	CAT. ☐
			/ /			

ITEM NO.	MATERIAL CODE	QUANTITY	ISSUE UNIT	MATERIAL DESCRIPTION	DEPT. INTERNAL ACCOUNT NO. WORK ORDER NO.	SHOP NO.	CREW NO.	JOB CODE	QUANTITY / UNIT PRICE	DUE OUT	DEL. 2	DEL. 3	DEL. 4	COMPL. $ COST

PRINT SHOP REQUESTS

The City print shop has Large Font, Braille and High Contrast capabilities available upon request to meet City ADA requirements for public document dissemination. In the Material Description box, identify the capabilities you are requesting and supply the corresponding print files to Publishing Services. Please also consult your department's ADA coordinator or the Department on Disability (DOD) for specifications or any additional requirements you may need in submitting jobs to Publishing Services.

DELIVERY 1	RECV'D BY:	DATE	/ /
DELIVERY 2	RECV'D BY:	DATE	/ /
DELIVERY 3	RECV'D BY:	DATE	/ /
DELIVERY 4	RECV'D BY:	DATE	/ /

DUE OUT ISSUE DATE				

DEPARTMENTAL I. D. NUMBER

Part 1 White (Issuing Store) — Part 2 Canary (Issuing Store) — Part 3 Goldenrod (Issuing Store) — Part 4 Pink (Controller) — Part 5 Green Requisitioner — Part 6 Blue (Requisitioner)