



# REQUISITION INSTRUCTIONAL MATERIALS

DATE		<b>Suggested Vendor</b>								
SUBJECT										
COURSE	NAME									VENDOR'S
INITIATOR	STREET ADDRESS									TELEPHONE NO.
ESTIMATED ENROLLMENT	CITY, STATE + ZIP CODE									
ACCOUNT	CONTRACT PERSON									

QTY	UNIT	DESCRIPTION - DOUBLE SPACE ONLY	USE NEXT SEMESTER YES / NO	DISPOSITION	EST UNIT PRICE	EXTENSION

SIGNATURE/DEPARTMENT CHAIR	<p>MATERIALS REQUESTED MUST CONCUR WITH THE LACCD POLICY. THE DISPOSITION COLUMN WILL INDICATE THE METHOD BY WHICH STUDENTS WILL OBTAIN THESE MATERIALS. CHECK CODE FOR EXPLANATION.</p> <p style="text-align: center;">B - SOLD IN BOOKSTORE OBTAIN RECEIPT - BOOKSTORE INVENTORY</p> <p style="text-align: center;">F - PAY AT BOOKSTORE - PICK-UP AT DEPT. PAY AT BUSINESS OFFICE / COPYTECH</p> <p style="text-align: center;">O - OFF - CAMPUS PURCHASE BY STUDENT</p>		SUBTOTAL
APPROVAL/SCHOOL DEAN		C -	OVERHEAD CHARGE
APPROVAL/VICE PRESIDENT OF ACAD AFFAIRS		K -	FREIGHT CHARGES
APPROVAL/VICE PRESIDENT OF ADMIN			TOTAL

<b>FOR OFFICE USE ONLY</b>				<b>TOTAL ESTIMATED COST</b> (TO STUDENT PER SEMESTER)	\$
DATE		Est. Frt		<b>DELIVERY INSTRUCTIONS</b>	
			P.O. #	DELIVER TO INSTRUCTOR	
VENDOR				BUILDING/CLASS ROOM	
				HOURS AVAILABLE	

# MATERIAL FEES CERTIFICATION

Please sign this document affirming that the items listed on the attached material fee order form are in accordance with Ed. Code 76365 as indicated in Board Rule 6413, 6415 and Administrative Regulations. E-112. Administrative Regulations mandates that the following for requirements be met when placing any orders for material fees. Please check each box indicating that this requirement is met in your order.

COURSE NAME	<input type="text"/>	SECTION #	<input type="text"/>
INSTRUCTOR	<input type="text"/>	EST. ENROLLMENT	<input type="text"/>

**PLEASE INITIAL**

- |                          |    |                                                                                                                                                                                                                                                                                                           |
|--------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1. | The material is something tangible which is primarily owned or controlled by an individual student.                                                                                                                                                                                                       |
| <input type="checkbox"/> | 2. | The material is required for the class. This means that the material is necessary for the registering, enrolling or entering a class, or is necessary for achieving the objectives of that class.                                                                                                         |
| <input type="checkbox"/> | 3. | This material cannot be solely or exclusively available from the College unless the limitation is for health and safety reason or cost.                                                                                                                                                                   |
| <input type="checkbox"/> | 4. | The item the student is required to purchase is something that will have lasting value outside of the classroom setting.                                                                                                                                                                                  |
| <input type="checkbox"/> | 5. | If a fee is charged (instead of also giving students the option to supply the materials themselves), the College must either: (1) have a health and safety reason to supply the materials, or (2) supply the material more cheaply than the material can be obtained elsewhere and at the College's cost. |

BY MY SIGNATURE I CERTIFY THAT THE ITEMS BEING PURCHASED ON THE ATTACHED MATERIAL FEE ORDER FORM MEETS ALL OF THE REQUIREMENTS AS LISTED ABOVE:

INITIATOR SIGNATURE

Date

DEPARTMENT CHAIR SIGNATURE

Date