

**LACCD – ACCOUNTING & DISBURSEMENTS BRANCH  
ACCOUNTS PAYABLE DEPARTMENT**

**REQUEST FOR PAYMENT FOR PERISHABLE MATERIALS FOR, CAFETERIA,  
HOME ECONOMICS OR SCIENCE MATERIALS\*.**

**SCHOOL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PAY TO** \_\_\_\_\_ Vendor or  
Employee No \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
**CITY** \_\_\_\_\_

<b>DATE RECEIVED</b>	<b>QUANTIFY RECEIVED</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>

**TOTAL:**

**CERTIFICATION**

I CERTIFY that the perishable items listed above are for the use of the \_\_\_\_\_  
Class and do not include any profit for me.

An itemized receipt is attached.

\_\_\_\_\_  
Employee's Signature

**Approved for Payment:**

\_\_\_\_\_  
Vice President,  
Administrative Services

\_\_\_\_\_  
Date

Acct. No: \_\_\_\_\_

- Use this form, per Board of Trustees Rule #7650.12, for payment of standard perishable materials required for use by the cafeteria, home economics, or science materials, which cannot be readily obtained through the regular ordering procedures.
- Itemized receipt/invoice required.
- Reimbursement to a District employee or payment to the vendor. If vendor is not in the SAP database, obtain Create Vendor Form and instructions at <http://albacore.laccd.edu/>.