

Los Angeles Unified School District
Granada Hills Science Materials Center
10401 Balboa Blvd, Granada Hills, CA 91344
(818) 831-8330 fax (818) 831-8456

Attached please find the 2017 – 2018 Science Material Order form.

Reminders about payment methods for science material orders:

If the order is to be paid by check, put the check (made payable to LAUSD) along with the order form in school mail to the Granada Hills Science Materials Center. As always, we can not accept orders C.O.D.

If using funds from your pre-paid account, indicate on the order form and remember the appropriate signatures.

When using expenditure transfers, we need the entire 33 digit accounting string. Orders mailed in without these numbers will be returned. You must also include a completed transfer of expenditure form. Remember the appropriate signatures.

******* IMPORTANT**** IMPORTANT**** IMPORTANT *******

IF YOU WANT YOUR MATERIALS, FOLLOW THE FOLLOWING INSTRUCTIONS

We are now required to have Attachment A of Bulletin 5400.0 (Transfer of Expenditure form) completed for every order using a budget line to pay for science materials. This form should accompany the science materials order form. Please do not send the form to accounting.

If you are using **general funds**, the top of the form including school name, phone number and “expenditure to” budget numbers must be filled in. You must also have an administrator’s signature. Budget information for the Science Center has been filled in for you.

Getting approval and signatures is a time-consuming process. Please keep this in mind and get a head start if planning on using these funds for science center materials. Orders can not be filled without the completed forms.

If you would like information about establishing a pre-paid account, give us a call. Please share the new forms with others.

Your order will be delivered to the Main Office or the Plant Manager. We cannot deliver directly to your classroom.

Thank you and have a good school year.

Don’t forget. If you are using an expenditure transfer to pay for your materials, both the order form and the Transfer of Expenditure memo must be completely completed and sent together to the Science Center.