FISCAL SERVICES NOTES:

ORDER #: _____
(TO BE COMPLETED BY FISCAL SERVICES ONLY)

Long Beach Community College District

Barnes & Noble Direct to Consumer Supply Order Form

Who is Ordering?

Requestor Name: Email: Phone:

Department Name: C-Number: Date:

Account String: - - -

Where is it going?

Ship to Name:

Address:

Contact Phone: Email:

Shipments can only be made to LBCC Faculty, Staff, or Administrators' home addresses, no Post Office Boxes. It is the responsibility of the person receiving the goods and materials to be present and sign for the items or to arrange for redelivery with the carrier if not home. Only items for use by you, in your home, related to instruction or administrative duties will be approved. Contact the Bookstore for student materials distribution mfekjar.bn@lbcc.edu.

Why are the items below essential to your remote working duties?

Model #	Description (manufacturer name, model #, product description, website address, color, size, etc.)	Quantity	Unit Cost
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Approved by:

The Budget Administrator is responsible for verifying allowable expenditures prior to purchase and is responsible for following all Purchasing guidelines.

Fiscal Approval

Dean/Director/Budget Administrator

Barnes and Nobles Order Acknowledgement