



Additional Furniture Request Form Procurement and Distribution Services

Date Sent: _____

School Name: _____

Site Code: _____

Contact Person: _____

Contact Person Email: _____

Contact Person Phone number: _____

Current Enrollment: _____

Previous Enrollment: _____

Grade Level	# of Desks Needed	Reason for Request

<p>For Procurement and Distribution Services use only: Date received</p> <p>_____</p>	<p>Please follow these steps for successful ordering:</p> <p>1) Fill in the form and email it: to: anthony.mason@ousd.k12.ca.us and CC carrial.booker@ousd.k12.ca.us .</p> <p>2) Once reviewed, you will receive an email confirmation about next steps and when the materials will be ready for delivery from Distribution Center.</p>
<p>Date email sent: _____</p> <p>_____</p> <p>_____</p>	