

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Adult and Occupational Education**

**BULLETIN NO. 14**  
**August 26, 1988**

**SUBJECT: EQUIPMENT REQUISITIONS**

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

Equipment purchases are to be charged to the Instructional Materiel Account (IMA) allocation. Caution must be exercised in the expenditure of funds for new equipment, as all instructional supplies, textbooks and replacement of equipment are charged to the same account.

NOTE: This procedure does not apply to specially funded programs.

**For assistance, please telephone Pio Galinato, Principal Financial Analyst, Adult Education Fiscal Services Section, at (213)625-6646.**

**APPROVED:            JAMES A. FIGUEROA, Assistant Superintendent**  
**Division of Adult and Occupational Education**

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