



**Material Management Branch**

8525 Rex Road Pico Rivera, CA 90660  
T (562) 654 9009 | F (562) 654 9019

Date: \_\_\_\_\_

# NEW INK & TONER CARTRIDGE REQUEST FORM

Please list any ink and/or toner cartridges that your school/office would like the General Stores Distribution to carry as a stock item:

INK		TONER		BRAND	PRINTER MODEL	OEM / MANUFACTURER NUMBER	YOUR SCHOOL'S ESTIMATED ANNUAL USAGE
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Each item will be evaluated to determine if the product will be cost effective to stock in your General Stores Distribution. All new products that are added will be advertised via "Buy Line," promotional flyers, and the Supplies and Equipment Online Catalog at <https://storescatalog.lausd.net>.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required information:

REQUESTING SCHOOL / OFFICE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NAME (Please Print) \_\_\_\_\_ E-MAIL \_\_\_\_\_