ATTACHMENT H

Los Angeles Unified School District Accounting and Disbursements Divi Accounts Payable Branch FEDERAL GRAN									
Section A									
Date:	Date of when claim is created								
Vendor Name:	Name of school or office								
Prepared by:	Name and Title of person responsible for prepa form								
Section B	iorm								
Date Received	Description								
Date of when a purchase is made or received	Provide specific detail about purchased items, including quantity and unit price, if applicable. Sample item description: "10 library books @ \$10 each" "Bus services from America Bus Co. for student field trip"	-							

	counting and Disbursements Division of the second sec						
	FEDERAL GRAN	NT (TITLE	I) IMPRE	Sequential numbering the	ıt is	Check "Yes" if this is the	
Section A				comprised of Fiscal Year Cost Center (7 digits)-Cla	im Count (3	claim; otherwise, check "	NO"
Date:	Date of when claim is created		Claim No:	digits). Ex: 16-1321001-0	01	Final Clair Yes	I آ
Vendor Name:	Name of school or office		Vendor Account No. : A 10		A 10-digit SAF	igit SAP number identifying the Imprest Vendor .	
Prepared by: Section B	Name and Title of person responsible for preparing claim form		Phone:	Phone number of person responsible for	Email:	Email address of person responsible for preparing claim form	
Date Received		Check No Indicate	GL Account *	Amount	Fund A set of	Functional Area	Cost Center No. A 7-digit
Date of when a purchase is made or received	Provide specific detail about purchased items, including quantity and unit price, if applicable. Sample item description: "10 library books @ S10 each" "Bus services from America Bus Co. for student field trip"	Inurtate the check number per item claimed	A 6-digit SAP number identifyi ng an account in general ledger (e.g. 430001). GL Account is also known as Commit ment Item.	Total amount of item (quantity x unit price), including applicable sales tax, shipping and handling charges	number representi ng fiscal/acco unting object that includes Fund and Resource (e.g. 010- 0000). Fund 001 and 003 in IFS is equivalent to 010 in SAP	A set of number representing financial transactions according to functions that includes Goal- Function-Program (e.g. 1110-1000- 13027)	In Fouger number identifying a school/office. (e.g. 1826401 for Nightingale MS)
me in this claim a donor's stipulated Administrate	r must sign in blue ink		alifornia Edu	ucation Code; and 3		o donation are within t	
Signature of Adm	inistrator		Print Name	of Administrator		Date	
Commonly Us	ed GL Accounts (Commitment	ltems)					
520002	Instr Material-General Purpose Travel/Conference Attendance Admission Fees		Contract Bu Tel, Pager, F	us Services Postage Fees			
Special Instruc							
purchase an Email compl (current fisc	quired supporting documents are atta d/or approved 10.12.1 travel form. eted claim form to <u>fsep@lausd.net</u> w al- cost center-claim count-FG). FSEP v ence to these procedures may delay th	ith subject will not acc	t line on you cept faxes.	r email "Imprest - S	School/Offic	ce - Claim Number	