LAUSD Beaudry Headquarters
Sign Request Form

Type of Sign:

- ☐ Office Sign
- ☐ Room Sign
- ☐ Hallway Department Hanging Sign
- ☐ Cubicle Section Sign ☐ Number Needed
  Contact Morlin for installment of your cubicle section signs
- ☐ Elevator Lobby Sign
- ☐ Lobby Directory Strip

REQUESTED BY: _____ DATE OF REQUEST: _____

DEPARTMENT: _____

FLOOR: _____ OFFICE #: _____ PHONE: _____

Sign Information:

Occupant Name: _____

Title: _____

Suite or Cube #: _____

Division/Branch/Unit Name: _____

Room Name: _____

Directory Strip (English): _____

Directory Strip (Spanish): _____

☐ Help, I need the Spanish Translation

FUNDING LINE: _____

FUND AREA ORGN. PROG. OBJECT Proj # Phase Sub

APPROVAL BY DIVISION HEAD:

_____

PRINT SIGN DATE

APPROVAL BY CHIEF OPERATING OFFICER: ***Only for department name changes and special signs.***

_____

PRINT SIGN DATE

FOR FACILITIES OFFICE USE ONLY

DATE RECEIVED: _____ TIME RECEIVED: _____

DATE SUBMITTED: _____ TIME SUBMITTED: _____

DATE BILLED: _____ AMOUNT BILLED: $ _____