



# Materials/Equipment Request Form

## Perkins - 2024-25 School Year

- **Instructional Materials/Equipment** may be requested to directly support student instruction and performance related to industry aligned and/or state-identified model curriculum standards.
- Materials/equipment requested must be reasonable in cost, and must directly support specific student instruction and/or technical skills development/practice.

### INSTRUCTIONS:

Please provide a short description for each of the instructional materials/equipment items you are requesting. Please also **make sure to complete and forward your vendor quotes** along with your completed Materials Request form.

<b>Teacher Name:</b>		<b>School Site:</b>	
<b>Item 1: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>Item 2: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>Item 3: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>Item 4: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	

Questions may be directed to Christopher Clifton, (ext. 2904, or email [cclifton@lbschools.net](mailto:cclifton@lbschools.net) )



**Pathways and Business Engagement Office**

1299 East 32nd Street, Room 9, Signal Hill, CA 90755

<b>Instructions:</b>			
Please provide a short description for each of the instructional materials you are requesting. Please also make sure to complete and forward your vendor quotes along with your completed Materials Request form.			
<b>Teacher Name:</b>		<b>School Site:</b>	
<b>Item 5: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>Item 6: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>Item 7: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>Item 8: Identify name or category of item being requested:</b>			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		YES	NO
		COST:	
<b>TOTAL REQUESTED INVESTMENT:</b>			

**Saving a .pdf file**

If you have not completed a .pdf form before, please make sure to:

1. Open the .pdf file and add your comments.
2. Save the file just as you would a Word document (this will save your comments on the form).
3. Email this completed .pdf file **ALONG WITH YOUR VENDOR QUOTES** to your school site **Perkins Chair**.