

Communication Services Processing Form
Purchasing/Distribution Services
For
POSTAGE, UPS, FEDERAL EXPRESS, JET MAIL

This form must be completed and submitted with each service request and attached to item(s) being processed.

Date: _____

School/Site: _____

Department: _____

Authorized Signature: _____

Account#:					5900	
	Fund	Resource	Goal	Function	Object	Location

Please select:

_____ CERTIFIED

_____ UPS

_____ FEDEX

_____ CUMS/RECORDS*

_____ JET MAIL (See page 2 for LACOE stops)

**Complete shaded sections*

Please provide mailing/shipping address:

FOR LACOE JET MAIL COMPLETE THE FOLLOWING:

District Name: _____

School Name: _____

Attention: _____

FOR ALL OTHER MAIL:

School District Name: _____

School/Company Name: _____

Attention: _____

Address: _____

City, State, Zip Code: _____

Comment _____

DO NOT WRITE BELOW THIS LINE

Date Picked up: _____

By: _____

Date Processed: _____

Cost of Postage: _____

LACOE JET MAIL STOPS (ALPHABETICAL ORDER)

ABC UNIFIED SCHOOL DISTRICT	LONG BEACH COMMUNITY COLLEGE DISTRICT
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT	LONG BEACH UNIFIED SCHOOL DISTRICT
ALHAMBRA CITY UNIFIED SCHOOL DISTRICT	LOS ANGELES COMMUNITY COLLEGE DISTRICT
ASCIP	LOS NIETOS SCHOOL DISTRICT (Receives Pupil Transportation mail)
ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY	LYNWOOD UNIFIED SCHOOL DISTRICT
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT	MANHATTAN BEACH CITY SCHOOL DISTRICT
ARCADIA UNIFIED SCHOOL DISTRICT	MONROVIA UNIFIED SCHOOL DISTRICT
AZUSA UNIFIED SCHOOL DISTRICT	MONTEBELLO UNIFIED SCHOOL DISTRICT
BALDWIN PARK UNIFIED SCHOOL DISTRICT	MOUNTAIN VIEW UNIFIED SCHOOL DISTRICT
BASSETT UNIFIED SCHOOL DISTRICT	MT. SAN ANTONIO COMMUNITY COLLEGE
BELLFLOWER UNIFIED SCHOOL DISTRICT	NEWHALL SCHOOL DISTRICT
BEVERLY HILLS UNIFIED SCHOOL DISTRICT	NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT (Receives Southeast ROP Mail)
BONITA UNIFIED SCHOOL DISTRICT	PACOIMA CHARTER SCHOOL
BURBANK UNIFIED SCHOOL DISTRICT	PALISADES CHARTER HIGH SCHOOL
CASTAIC UNION SCHOOL DISTRICT	PALMDALE SCHOOL DISTRICT
CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT	PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT
CERRITOS COMMUNITY COLLEGE	PARAMOUNT UNIFIED SCHOOL DISTRICT
CHARTER OAK UNIFIED SCHOOL DISTRICT	PASADENA AREA COMMUNITY COLLEGE
CITRUS COMMUNITY COLLEGE	PASADENA UNIFIED SCHOOL DISTRICT
CLAREMONT UNIFIED SCHOOL DISTRICT	POMONA UNIFIED SCHOOL DISTRICT
COMPTON COMMUNITY COLLEGE	PUPIL TRANSPORTATION (Received by Los Nietos SD)
COMPTON UNIFIED SCHOOL DISTRICT (Compton driver picks up & delivers @ LACOE)	REDONDO BEACH CITY SCHOOL DISTRICT
COVINA VALLEY UNIFIED SCHOOL DISTRICT	RIO HONDO COMMUNITY COLLEGE
CULVER CITY UNIFIED SCHOOL DISTRICT	ROSEMEAD UNIFIED SCHOOL DISTRICT
DOWNEY UNIFIED SCHOOL DISTRICT	ROWLAND UNIFIED SCHOOL DISTRICT
DUARTE UNIFIED SCHOOL DISTRICT	SAN GABRIEL SCHOOL DISTRICT
EAST SAN GABRIEL VALLEY ROP	SAN MARINO UNIFIED SCHOOL DISTRICT
EAST WHITTIER CITY SCHOOL DISTRICT	SANTA CLARITA COMMUNITY COLLEGE
EASTSIDE UNION SCHOOL DISTRICT	SANTA CLARITA VALLEY FOOD SERVICE
EL CAMINO COMMUNITY COLLEGE	SANTA MONICA COMMUNITY COLLEGE
EL MONTE CITY SCHOOL DISTRICT	SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
EL MONTE UNION SCHOOL DISTRICT	SAUGUS UNION SCHOOL DISTRICT
EL RANCHO UNIFIED SCHOOL DISTRICT	SCROC (Southern California Regional Occupational Center)
EL SEGUNDO UNIFIED SCHOOL DISTRICT	SOUTH PASADENA UNIFIED SCHOOL DISTRICT
FENTON AVENUE CHARTER SCHOOL	SOUTH WHITTIER SCHOOL DISTRICT
GARVEY SCHOOL DISTRICT	SOUTHEAST ROP (Received by Norwalk-La Mirada USD)
GLENDALE COMMUNITY COLLEGE	SULPHUR SPRINGS UNION SCHOOL DISTRICT
GLENDALE UNIFIED SCHOOL DISTRICT	TEMPLE CITY UNIFIED SCHOOL DISTRICT
GLENDORA UNIFIED SCHOOL DISTRICT	TORRANCE UNIFIED SCHOOL DISTRICT
HACIENDA-LA PUENTE UNIFIED SCHOOL DISTRICT	TRI-CITIES ROP
HAWTHORNE SCHOOL DISTRICT	VALLE LINDO SCHOOL DISTRICT
HERMOSA BEACH CITY SCHOOL DISTRICT	WALNUT VALLEY UNIFIED SCHOOL DISTRICT
HUGHES-ELIZABETH LAKES UNION ELEMENTARY	WEST COVINA UNIFIED SCHOOL DISTRICT
INGLEWOOD UNIFIED SCHOOL DISTRICT	WESTSIDE UNION SCHOOL DISTRICT
KEPPEL UNION SCHOOL DISTRICT	WHITTIER CITY SCHOOL DISTRICT
LA CANADA UNIFIED SCHOOL DISTRICT	WHITTIER UNION HIGH SCHOOL DISTRICT
LA PUENTE VALLEY ROP (Delivered to Hacienda-La Puente USD)	WILLIAM S. HART UNION SCHOOL DISTRICT
LANCASTER SCHOOL DISTRICT	WILSONA SCHOOL DISTRICT
LAS VIRGENES UNIFIED SCHOOL DISTRICT	WISEBURN UNIFIED SCHOOL DISTRICT
LAUSD driver picks up & delivers @ LACOE)	
LAWNDALE UNIFIED SCHOOL DISTRICT	
LENNOX SCHOOL DISTRICT	
LIFELINE EDUCATION CHARTER CENTER	
LITTLE LAKE CITY SCHOOL DISTRICT	