

TWO-WAY RADIOS REQUISITION INSTRUCTIONS

- ⊕ This requisition form can be copied and used for future Two-Way radio orders.
- ⊕ Please make certain that the accounting data is completed and the form has an administrator's signature where indicated.
- ⊕ A contact persons name and telephone number, with extension if used, should also be included on the requisition form.
- ⊕ Due to the poor quality on some FAX machines, please take a little extra time to make certain that every entry is legible.
- ⊕ The time frame you are looking at is approximately ten working days from the time that we receive the requisition form until you are notified that the equipment is ready.

FAX THE COMPLETED FORM TO (323) 342-0685

- ⊕ This information is for ordering Two-Way radios from the warehouse.
- ⊕ All Two-Way radios are shipped with a charger, antenna, battery, and a belt clip.
- ⊕ For information about accessories, call the Radio Unit for vendor recommendation (323) 224-2410.
- ⊕ Some Occupational Centers use a different radio, if in doubt, call for clarification (323) 224-2410.

(Go to NEXT PAGE)

RADIO UNIT
TEL: (323) 224-2409 FAX: (323) 342-0685
REQUISITION FORM FOR TWO-WAY RADIOS

DATE: _____ REQUISITION NO.: _____
 SCHOOL NAME: _____
 CONTACT NAME: _____
 TELEPHONE NO.: _____ EXTENSION: _____
 FAX NO.: _____

ORDER INFORMATION

ACCOUNTING DATA						
LN	FUND	AREA	ORG/SUB	PROG	OBJ/SUB	JOBNO/PROJ
01						
02						
03						

LN	QTY	UNIT	STOCK NO.	DESCRIPTION (MODEL)	UNIT COST	TOTAL COST
001			7257800900	RADIO, TWO-WAY KENWOOD MODEL TK-3200	\$281.15	
002			725700998	CASE FOR 2-WAY, LEATHER (Optional)	\$18.00	
003						
004						
					TOTAL	

ADMINISTRATOR'S SIGNATURE _____
 FAX TO (323) 342-0685

Special Instructions: _____

