

Physical Plant Operations Center
Custodial Services Department
Lamp Order Request

Date: _____	School Name: _____
Originator: _____	Location Number: _____
Phone Number: _____	

1. Completely fill out the above section.
2. Below, fill in the manufacturer name, lamp number, order code if available, the unit of issue and quantity needed.
3. Place the request in the school mail attn: Phil Baertschi or fax to 858.496.1737 or email attach to pbaertschi@sandi.net. For specific information phone 858.637.6258
4. Once ordered, items take about three weeks to arrived to your site. Please plan a head to meet your needs.

Manufacture Name	Lamp Number	Order Code	Unit of Issue (Each or Case)	Quantity