

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI
		A-22
How Do I Access the Payment Request Form?		

A. Brief Description

Below is the link to access the **Payment Request Form**.

B. How To

1. The **Payment Request Form** can be accessed from the District website @ <http://albacore.laccd.edu/#facilities>. From the District network, the aforementioned link can also be reached by following the procedures below:

- a. Log onto the District's website @ www.laccd.edu,
- b. Next, click on the link **Faculty and Staff Resources**,
- c. Next, click on the link **Intranet (District Network Only)**,
- d. Next, click on the link **Facilities**,
- e. Then, select the link **Payment Request Form**.