

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI
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How Do I Access the Facilities Order Form?		

A. Brief Description

Below is the link to access the **Facilities Order Form**. The Form is normally accessed from the **SAP system**.

B. How To

1. The **Facilities Order 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 **Facilities Order Form**.