

REQUEST FOR WORK AUTHORIZATION NUMBER

ATTN: Grants Accounts Section/LAHD Accounting
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LAHD staff and Contract Agencies must submit this form via e-mail or fax to obtain a Work Authorization Number (WAN) from the Grants Accounts Section/LAHD Accounting, before requesting services from any Construction and Technical Services Contractors.

LAHD INFORMATION/CONTRACT AGENCY INFORMATION	
Date Requested:	LAHD Division/Contract Agency:
Name & Title of LAHD/Contract Agency Requestor:	
E-Mail Address:	Phone:
Type of Service Requested:	

Name of Client/Property Owner	Property/Site Address	Estimated Cost Of Service	Work Authorization Number & Contractor (Assigned by Grants Accounting Sect.)

LAHD CONTRACTOR ASSIGNMENT

LAHD will assign a Contractor based on *current compliance* with *all contracting requirements*. Contractor assignment will be rotated to ensure fairness. **Please do not request specific contractors.**

Date Assigned by Grants Accounts Section/LAHD Accounting:
Grants Accounts Section/LAHD Accounting Staff Making Assignment: