VENTURA COUNTY COMMUNITY

REQUISITION

CHECK REQUEST		COLL	COLLEGE DISTRICT			R 0227395		
DATE CHECK NEEDED		- -	DELIVERY INSTRUCTIONS: X MAIL CHECK/PURCHASE ORDER					
Vendor Code:	CUSLLC			RETURN CHECK/PURCHASE ORDER TO DEPT.				
				isition Date: 10-29-19				
				rder Delivery Date: 11-12-19				
	Fairfax, VA 22031	Request	Requested By: Kristen Robinson, advisor					
Phone/Fax:	800-293-4232		Phone e	Phone ext.: 4976		Bldg./Room #: CC-153		
		DC	CUMENT TEXT					
[Document	t text is the WHY as well as a	ny additional instruct	tions:] ASMC-brande	d t-shirts t	o give	away as priz	es to students	
throughou	ut the year. Please email P.	O. to service@custo	mink.com and cc' kı	obinson@	vcccd.	edu. Order n	ame asmcshirt.	
	COMMODITY DESCR	RIPTION and ITEM TEXT		QUANTITY	UNIT	UNIT PRICE	TOTAL	
[Item Text i	is the WHAT, and it has to be	very specific! Includ	e item #s or SKUs.]					
Hanes Tagless T-Shirt, White with Screen Printing; 25 S; 30 M; 30 L; 15 XL				100	Each	\$8.79	\$879.00	
Tax (7.25%) [We pay tax, even if they don't charge it, so account for it.]							\$63.73	
Vendor provides free shipping							= \$942.73 total	
[Included w	vith your requisition should b	e any supplemental	documentation that					
shows wha	t it is you would like to buy a	and how you got to t	he dollar amount					
indicated o	on the requisition. For instanc	ce, did a vendor prov	ide you a quote? If					
so, include	a copy of the quote with you	ur requisition.]						
BANNER INVOICE #	INITIALS_	REQUISITIO		C	OMMEN	TS		
[Advisor signs	s and dates here]		[Division Dean signs	here, and th	en we fo	orward it to DA	.C]	
REQUISITIONER	1	DATE	DIVISION / DEPT. MGR.				DATE	
Student on t	rust form signs here]		[Student Activities si	gns here afte	er funds	are verified an	d order is input]	
AUTHORIZED SIG	GNATURE	DATE	AUTHORIZED SIGNATURE		00	£	DATE	
FUND (3 OR 4) 8 1	ORG (5) 1 1 3 X X X	ACCT (4) 4 8 0 1	PROG (6)	OR	IN	DEX	% OR AMT.	
 The 811 mear		Type of expense	6 9 6 0 0 696000 = Student and Co-Curricular Activities	<u> </u>			Means your club is paying all of it	



🐨 VCCCD GRAPHIC/M... 🧝 Virtual EMS - Login 🛮 MC Print Shop 🔼 Student Organizati...

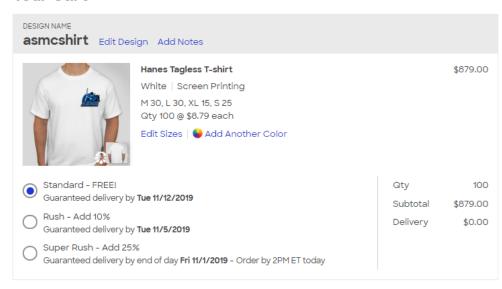








Your Cart







Hanes Women's 100% Cotton V-Neck T-shirt

Add This Product



Hanes Long Sleeve Tagless T-shirt

Add This Product



Hanes EcoSmart® 50/50 Pullover Hoodie

Add This Product



Order Summary

Subtotal (Qty 100) \$879.00 Delivery \$0.00 Not shipping to 93021? Tax (CA) \$63.73

Have a voucher code?

\$942.73 Total

Proceed to Checkout



Our artists will carefully review your design to ensure a great print.