

**VENTURA COUNTY COMMUNITY
COLLEGE DISTRICT**

REQUISITION

R 0227395

- CHECK REQUEST
 DATE CHECK NEEDED _____
 PO REQUEST

DELIVERY INSTRUCTIONS:

- MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT. _____

Vendor Code: CUSLLC

Custom Ink, LLC

2910 District Ave. Suite 100

Fairfax, VA 22031

Phone/Fax: 800-293-4232

Requisition Date: 10-29-19

Order Delivery Date: 11-12-19

Requested By: Kristen Robinson, advisor

Phone ext.: 4976 Bldg./Room #: CC-153

DOCUMENT TEXT

[Document text is the WHY as well as any additional instructions:] **ASMC-branded t-shirts to give away as prizes to students throughout the year. Please email P.O. to service@customink.com and cc' krobinson@vcccd.edu. Order name asmcsshirt.**

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
[Item Text is the WHAT, and it has to be very specific! Include 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 with your requisition should be any supplemental documentation that shows what it is you would like to buy and how you got to the dollar amount indicated on the requisition. For instance, did a vendor provide you a quote? If so, include a copy of the quote with your requisition.]				

BANNER INVOICE # _____ INITIALS _____ REQUISITION ENTERED ON _____ INITIALS _____ COMMENTS _____

[Advisor signs and dates here] _____ [Division Dean signs here, and then we forward it to DAC] _____
 REQUISITIONER _____ DATE _____ DIVISION / DEPT. MGR. _____ DATE _____

[Student on trust form signs here] _____ [Student Activities signs here after funds are verified and order is input] _____
 AUTHORIZED SIGNATURE _____ DATE _____ AUTHORIZED SIGNATURE _____ DATE _____

FUND (3 OR 4)	ORG (5)	ACCT (4)	PROG (6)	OR	INDEX	% OR AMT.
8 1 1	1 3 X X X	4 8 0 1	6 9 6 0 0 0			100%

The 811 means "MC student club" This 5-digit number is unique to your club Type of expense 696000 = Student and Co-Curricular Activities Means your club is paying all of it



TALK TO A REAL PERSON
800-293-4232

CHAT WITH A REAL PERSON
Chat Now

Your Cart

DESIGN NAME

asmcshirt [Edit Design](#) [Add Notes](#)



Hanes Tagless T-shirt

\$879.00

White | Screen Printing

M 30, L 30, XL 15, S 25

Qty 100 @ \$8.79 each

[Edit Sizes](#) | [Add Another Color](#)

- Standard - FREE!
Guaranteed delivery by **Tue 11/12/2019**
- Rush - Add 10%
Guaranteed delivery by **Tue 11/5/2019**
- Super Rush - Add 25%
Guaranteed delivery by end of day **Fri 11/1/2019** - Order by 2PM ET today

Qty	100
Subtotal	\$879.00
Delivery	\$0.00

Order Summary

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

[Have a voucher code?](#)

Total **\$942.73**

[Proceed to Checkout](#)



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

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Hanes Long Sleeve Tagless T-shirt

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Hanes EcoSmart® 50/50 Pullover Hoodie

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