

**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: Petty Cash
Britney Spears, Treasurer
Mickey Mouse Club
7075 Campus Road, Moorpark
 Phone/Fax: 805-553-4976

Requisition Date: September 6, 2023
 Order Delivery Date: N/A - petty cash
 Requested By: Walt Disney, Club Advisor
 Phone ext.: 4976 Bldg./Room #: CC 153

DOCUMENT TEXT

Petty cash issued to Mickey Mouse Club Treasurer Britney Spears for snacks and supplies for club meeting on September 20, 2023

| COMMODITY DESCRIPTION and ITEM TEXT | QUANTITY | UNIT | UNIT PRICE | TOTAL |
|-------------------------------------|----------|------|------------|-------|
| Petty cash | | | | \$100 |
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BANNER INVOICE # _____ INITIALS _____ REQUISITION ENTERED ON _____ INITIALS _____ COMMENTS _____

Walt Disney (Club advisor signs here to authorize request) 9/6/23 Monica Garcia (Division Dean gives final okay) 9-7-23
 REQUISITIONER DATE DIVISION / DEPT. MGR. DATE

Britney Spears (Student listed on trust form signs) 9-6-23 Kristen Robinson (Student Activities Specialist verifies funds) 9/7/23
 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 0 | 6 9 6 0 0 0 | | | 100% |

The last 3 digits of the ORG number will be different for each club. Contact ASMCSStudentOrgs@vcccd.edu if you don't know your ORG number.