

**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, 2019  
 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, 2019.*

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
Petty cash				\$200

BANNER INVOICE # \_\_\_\_\_ INITIALS \_\_\_\_\_ REQUISITION ENTERED ON \_\_\_\_\_ INITIALS \_\_\_\_\_ COMMENTS \_\_\_\_\_

Walt Disney (Club advisor signs here to authorize request)      9/6/19      Dr. Lingrosso (Division Dean gives final okay)      9-7-19  
 REQUISITIONER      DATE      DIVISION / DEPT. MGR.      DATE

Britney Spears (Student listed on trust form signs, approving expense)      9-6-19      Kristen Robinson (Student Activities Specialist verifies you have the funds)      9/7/19  
 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 ASMCStudentOrgs@vcccd.edu if you don't know your ORG number.)