

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REQUISITION
R 0187528

- CHECK REQUEST ADVANCE CHECK
- DATE CHECK NEEDED October 13, 2014
- PO REQUEST

(Advisor only)

ADVANCE
SAMPLE

Sharon Miller
7075 Campus Road
Moorpark, CA 93021
x4976

DELIVERY INSTRUCTIONS:
 MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT. _____
 MC Business Office/FH for pick up
 Requisition Date: Sept. 17, 2014
 Order Delivery Date: Mon. Oct. 13, 2014
 Requested By: Sharon Miller (Advisor)
 Phone ext.: x4976 Bldg./Room #: CC #153

DOCUMENT TEXT

ADVANCE CHECK to the AS Advisor to pay for daily meal allowances for the Associated Students & advisor to attend annual state leadership conf.

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
ADVANCE - daily meal allowances:	11		\$25/day	\$825.00
10 AS Board members @ \$25/day x 3 days = \$750				
1 AS advisor @ \$25/day x 3 days = \$ 75				
To attend CCCSAA state leadership conf. held Oct 17, 18, 19, 2014 at LAX Sheraton hotel.				

BANNER INVOICE # INITIALS REQUISITION ENTERED ON INITIALS COMMENTS

Sharon Miller (Advisor) 9-17-2014
 REQUISITIONER DATE DIVISION/DEPT. MGR. DATE

(Student) 9-17-2014
 AUTHORIZED SIGNATURE DATE AUTHORIZED SIGNATURE DATE

FUND ORG ACCT PROG OR INDEX % OR AMT.
 7 (3 OR 4) 1 3 0 7 6 5 2 (4) 0 6 9 6 (6) 0 0 0

(Student org TRUST Account)
 (Student Travel)