

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: [SAMPLE DIRECT PAY FOR SPEAKER]

Elon Musk
Tesla Headquarters, 3500 Deer Creek Rd
Palo Alto, CA 94304

Requisition Date: **November 6, 2019**

Order Delivery Date: _____

Requested By: **BSA Club Advisor**

Phone/Fax: **877-798-3752**

Phone ext.: [insert extension] Bldg./Room #: [insert office #]

DOCUMENT TEXT

Direct check payment to Elon Musk for speaking at annual Business Student Expo on April 19, 2020.

[When submitting this requisition for a direct pay, you must also include an invoice and a W-9 from the speaker.]

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
Speaking honorarium	1			\$1,500.00
[Honorariums can be paid directly to the speaker after the engagement if they are for less than \$2,000. Any requests to pay a speaker over \$2,000 must be approved in advance of the speaking engagement and require a P.O. The address on the speaker's W-9 must match the address on the invoice and req.]				

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

[Club advisor signs and dates here] _____ DATE _____ [Division dean gives final okay before request moves to DAC] _____ DATE _____

[Authorized student signs here] _____ DATE _____ [Student Activities Specialist verifies funds and then signs here] _____ DATE _____

FUND (3 OR 4)	ORG (5)	ACCT (4)	PROG (6)	OR	INDEX	% OR AMT.
8 1 1	1 3 X X X	5 1 2 0	6 9 6 0 0 0			100%

[The last 3 digits of the ORG number are unique to each club]