

**VENTURA COUNTY COMMUNITY
COLLEGE DISTRICT**

REQUISITION
R [COME TO CC 150]

- CHECK REQUEST
 DATE CHECK NEEDED _____
 PO REQUEST

- DELIVERY INSTRUCTIONS:**
 MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT. _____

Vendor Code: [VENDOR CODE]

 [ADDRESS LINE 1]

 [ADDRESS LINE 2 IF APPLICABLE]

 [ADDRESS LINE 3 IF APPLICABLE]

 Phone/Fax: [COMPANY PHONE NUMBER]

Requisition Date: [TODAY'S DATE]

 Order Delivery Date: [2 WEEKS AFTER TODAY'S DATE]

 Requested By: [CLUB ADVISOR NAME]

 Phone ext.: 4831 _____ Bldg./Room #: CC 150

DOCUMENT TEXT

[INSERT DETAILED DESCRIPTION, EXPLANATION, AND INTRUCTIONS OF ITEMS YOU ARE PURCHASING]

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
[DESCRIPTION OF ITEMS BEING PURCHASED 1 ITEM PER LINE]				
[DESCRIPTION OF ITEMS BEING PURCHASED 1 ITEM PER LINE]				
[DESCRIPTION OF ITEMS BEING PURCHASED 1 ITEM PER LINE]				
[DESCRIPTION OF ITEMS BEING PURCHASED 1 ITEM PER LINE]				
[DESCRIPTION OF ITEMS BEING PURCHASED 1 ITEM PER LINE]				
(FOR ONLINE PURCHASES SUCH AS AMAZON, USE ORIGINAL PRICES/ DO NOT USE DISCOUNTED PRICES.)				
SUBTOTAL				[SUBTOTAL \$\$\$]
TAX 7.25%				[INSERT TAX \$\$\$]
TOTAL				[INSERT TOTAL]

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

[CLUB ADVISOR SIGNATURE] _____ COME TO CC 150

REQUISITIONER _____ DATE _____ DIVISION/DEPT. MGR. _____ DATE _____

[YOUR SIGNATURE] _____ [COME TO CC-150]

AUTHORIZED SIGNATURE _____ DATE _____ AUTHORIZED SIGNATURE _____ DATE _____

FUND (3 OR 4) 811	ORG (5) [LEAVE BLANK]	ACCT (4) [LEAVE BLANK]	PROG (6) 696000	OR	INDEX	% OR AMT. 100%
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