

**VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT**

**REQUISITION**

**R**

- CHECK REQUEST
- DATE CHECK NEEDED \_\_\_\_\_
- PO REQUEST

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

Vendor Code: Petty Cash  
(Student's Name and 900#)  
(Club's Name)  
7075 Campus Rd, Moorpark

Requisition Date: (Date)  
 Order Delivery Date: N/A - Petty Cash  
 Requested By: \_\_\_\_\_  
 Phone ext.: \_\_\_\_\_ Bldg./Room #: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

DOCUMENT TEXT

Petty Cash issued to (Club's Name, Officer's Name and role) for snacks and supplies  
 for club meeting on (Date)

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
Petty Cash				<b>\$ Amount</b>

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

(Signature from Student Listed on Trust and Agency Form) \_\_\_\_\_ No Needed for Petty Cash  
 REQUISITIONER \_\_\_\_\_ DATE \_\_\_\_\_ DIVISION/DEPT. MGR. \_\_\_\_\_ DATE \_\_\_\_\_

(Club's Advisor Signature) \_\_\_\_\_ (Student Life Coordinator Signature) \_\_\_\_\_  
 AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

The last 3 digits of the ORG number will be different for each club.

Contact ASMBoard@vcccd.edu if you do not know your ORG number