

De Anza Student Accounts Purchase Requisition

Transaction Date		Delivery Date	
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Vendor ID	
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Address Type		Address Sequence	
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Vendor Contact		Vendor E-mail	
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Vendor Name	
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Vendor Phone		Vendor Fax	
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Vendor Address	
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Requestor Name	
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Requestor E-Mail	
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Phone Area		Phone		Ext	
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Fax Area		Fax Number		Fax Ext	
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Chart of Accounts	C	Organization	
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Currency Code		Discount Code		Tax Group	
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Ship Code	4A	Attention To	
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Comments	
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Document Text, Printing	
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Document Text, Non-Printing	
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Commodities

Item	Commodity Description	U/M	Tax Group	Quan	Unit Price	Discount Amount	Additional Amount
1							
2							
3							
4							
5							

Attach additional sheets for individual Commodity Text, Printing and Non-Printing if necessary.

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1					
2					
3					
4					
5					
Totals:					

DE ANZA STUDENT ACCOUNTS INFO

Accounting, check one (see last column in chart below)

Dollars		Percents	
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General Ledger Acct.# (Fund 44 or 45 - Office use only)

51110 (44) or 51112 (45)

Seq#	DASB/Club/Trust Account/Project Name	Fund #	Account/Project #	Object Code	Accounting
1					
2					
3					

AUTHORIZED SIGNATURES (For all requisitions from DASB/ICC/Club funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body, the DASB Vice President of Budget and Finance shall sign designating funds are available and have been approved by the Senate for such an expenditure, the Director of College Life or designee and/or College Life Activities Specialist do not approve expenditures but rather sign designating all code, bylaws and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall sign representing administrative staff):

Advisor/Budgeter	Date	Club Officer (President, VP or Treasurer)	Date	ICC Chair/Chair of Finance/Chair of Programs	Date
Administrator Responsible for the Program	Date	College Life Activities Specialist	Date	Director of College Life	Date
DASB VP of Budget and Finance	Date	Trust Authorized Signer	Date	Director of Budget and Personnel	Date

FOR DE ANZA STUDENT ACCOUNTS OFFICE USE ONLY

FHDA Accounting, check one (see last column in chart below)

Dollars		Percents	
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Seq#	Chart	Fund	Organization	Account	Program	Activity	Location	Accounting
1								
2								
3								