Rev. 5/17/2010

DE ANZA COLLEGE
STUDENT ACCOUNTS

REQUISITION

NO.

Pay to: (408) 864-8442

Name

Address

City & State Zip

Requisition Date

Account/Project Name

Fund #	Account/Project #	Object Code

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

51110 (44) or 51112 (45)

Date Needed (Be Specific)

Requested By:

Telephone

Check one

- ☐ Interoffice Faculty/Staff only
- ☐ Will Pick Up, Provide Phone#:
- ☐ Please Mail

Check all that apply

- ☐ Reimbursement of Expenses
- ☐ Advance-Travel / Purchase
- ☐ Transfer of Funds
- ☐ Receipts/Invoice Attached
- ☐ Receipts to Follow

QUANTITY	DESCRIPTION OF EXPENSES (Include date, # of people for events)	UNIT PRICE	TOTAL PRICE

Office Notes	Check #	Date	TOTAL	0.00

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 & Personnel	Date