

Y. Purchase Requisition - Payment of Contract

Associated Students San Bernardino Valley College

PURCHASE - REQUISITION

Club Accounts

NO.

P.O. To:
Check To: Mr. Jack Doe

Date September 11, 2007

Address 250 S. Main Street

City Anywhere, CA

Quantity	Description	Unit	Price	Total Amount
1	DJ services for Homecoming Celebration, to be held October 11, 2007 in the Quad, sponsored by the Wolverine Club. (Original signed copy of the contract, (W-9 if needed) and club minutes attached)	Hour	\$50.00	\$200.00

Tax	\$0
Total	\$200.00

Account to be Charged 67890

Name of Club Wolverine Club

Requisitioned by Mr. Joe Advisor
(Faculty Sponsor) - Print Name

& Amy Money
Organization Treasurer - Print Name

Approved by: _____
Director of Student Life - Print Name

Dean of Counseling & Matriculation

Date: _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Check Rec'd By _____

Check Mailed _____