

Z. Purchase Requisition - Reimbursement

Associated Students San Bernardino Valley College

PURCHASE - REQUISITION

Club Accounts

NO.

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

Date October 12, 2007

Address Call for pick up (909)555-1234

City _____

Quantity	Description	Unit	Price	Total Amount
1	10/11/2007 Stater Brothers Receipt for Homecoming Celebration supplies, held October 11, 2007 in the Quad, sponsored by the Wolverine Club.			\$24.00
1	10/11/2007 Target Receipt for Homecoming Celebration supplies, held October 11, 2007 in the Quad, sponsored by the Wolverine Club. (Original receipts & club minutes attached)			\$16.00

Tax	\$0
Total	\$40.00

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 _____