

REQUISITION**ASSOCIATED STUDENTS OF GLENDALE COMMUNITY COLLEGE**

1500 NORTH VERDUGO ROAD
 GLENDALE, CALIFORNIA 91208
 (818) 240-1000 EXT. 3018-3019

ORDER FROM OR PAY TO:

SHIP TO: IF REQUESTING A PURCHASE ORDER

NAME:
 ADDRESS: Eddie Lopez

NAME:
 ADDRESS:

TYPE OR PRINT LEGIBLY — PRESS HARD

| DATE REQUESTED | DATE WANTED | CASH | CHECK | PURCHASE ORDER | |
|----------------|--|-------------------------------------|--------------------------|--------------------------|-----------|
| 9/13/21 | 10/15/21 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| QUANTITY | NAME AND DESCRIPTION OR ARTICLE OR PURPOSE | | | UNIT COST | EXTENSION |
| | Cross Country - Highlander Invite | | | | 0.00 |
| | Saturday 10/16/21 - UC Riverside | | | | 0.00 |
| 1 | Entry Fee (Cash) | | | \$250.00 | \$250.00 |
| 20 | Meal Money - Athletes (Cash) | | | \$10.00 | \$200.00 |
| 5 | Meal Money - Coaches (Cash) | | | \$10.00 | \$50.00 |
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REMARKS OR SPECIAL INSTRUCTIONS:

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|-----------|----------|
| SUB-TOTAL | \$500.00 |
| SALES TAX | |
| FREIGHT | |
| TOTAL | \$500.00 |

REQUESTED BY Eddie Lopez

FACULTY BUDGET ADVISOR _____

BUDGET ACCOUNT Women's Cross Country

APPROVED _____
 ASGCC V.P. OF FINANCE

APPROVED _____ DATE _____
 ASGCC LEGISLATURE

APPROVED _____
 ASGCC OPERATIONS OFFICER

POSTED ACTION DATE VOUCHER NO. CHECK NO. P.O. NO.

SUBMIT ALL COPIES

NO ORDER SHOULD BE PLACED UNTIL THE APPROVED COPY IS RETURNED TO THE ADVISOR. ANYONE WHO PURCHASES MERCHANDISE OR EXPENDS MONEY BEFORE APPROVAL WILL BE HELD PERSONALLY RESPONSIBLE IF THE REQUISITION IS DENIED.