

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	9/30/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUANTITY	NAME AND DESCRIPTION OR ARTICLE OR PURPOSE			UNIT COST	EXTENSION
	Cross Country - WSC Preview				0.00
	Friday 10/1/21 - Moorpark, CA				0.00
20	Meal Money - Athletes (Cash)			\$10.00	\$200.00
5	Meal Money - Coaches (Cash)			\$10.00	\$50.00

REMARKS OR SPECIAL INSTRUCTIONS:

SUB-TOTAL	\$250.00
SALES TAX	
FREIGHT	
TOTAL	\$250.00

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.