ALLOW 5-7 WORKING DAYS FOR THIS REQUISITION TO BE PROCESSED ONCE IT REACHES THE BUSINESS OFFICE

BAKERSFIELD COLLEGE

REQUISITION

REQUISITION NO.: 8950

REQUEST FOR: (Check one in each column)

- [ ] CHECK
- [ ] PURCHASE ORDER
- [ ] TRANSFER OF FUNDS
- [ ] SGA
- [ ] CO-CURRICULAR
- [ ] FOUNDATION
- [ ] OTHER

<table>
<thead>
<tr>
<th>FUND NAME:</th>
<th>REQUESTED BY:</th>
<th>DATE:</th>
<th>P.O./CHECK/TRANSFER NO.:</th>
</tr>
</thead>
</table>

ISSUE TO:

NAME ____________________________

ADDRESS ____________________________  zip

IMPORTANT: BAKERSFIELD COLLEGE IS NOT RESPONSIBLE for material or services purchased without proper authorization

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACTIVITY: ____________________________  DATE OF ACTIVITY: ____________________________

APPROVED BY ____________________________

FACULTY ADVISOR/ADMINISTRATOR  DEAN / DIRECTOR  SGA/CLUB OFFICER

APPROVED BY ____________________________

FOUNDATION DIRECTOR  APPROVED BY ____________________________

BC BUSINESS OFFICE