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

BAKERSFIELD COLLEGE

REQUISITION

REQUISITION NO.:

REQUEST FOR: (Check one in each column)

- CHECK
- PURCHASE ORDER
- TRANSFER OF FUNDS
- SGA
- CO-CURRICULAR
- FOUNDATION
- MAIL
- PICK UP
- OTHER

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

NAME

ADDRESS

FUND ACCT #: ACCOUNT : ACTIVITY:

PROGRAM:

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

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<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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ACTIVITY:

DATE OF ACTIVITY:

APPROVED BY

FACULTY ADVISOR/ADMINISTRATOR

DEAN / DIRECTOR

SGA/CLUB OFFICER

APPROVED BY

FOUNDATION DIRECTOR

APPROVED BY

BC BUSINESS OFFICE