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

FUND NAME:  REQUESTED BY:  DATE:  P.O./CHECK/TRANSFER NO.:

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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<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