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>
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<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: |
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PROGRAM:

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

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<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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ACTIVITY: | DATE OF ACTIVITY:
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APPROVED BY

FACULTY ADVISOR/ADMINISTRATOR | DEAN / DIRECTOR | SGA/CLUB OFFICER

APPROVED BY FOUNDATION DIRECTOR | APPROVED BY BC BUSINESS OFFICE