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

<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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</thead>
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ISSUE TO:

NAME

ADDRESS

ACCOUNT: FUND ACCT #: 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

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

8729