



ASSOCIATED STUDENTS
San José State University
Requisition for Fund

ACCOUNT NO	ACCOUNT NAME	DATE	ASSOCIATED STUDENTS <input type="checkbox"/>	CAMPUS ORGANIZATIONS <input type="checkbox"/>
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INSTRUCTIONS

Select one (1) of the following:

- Please issue a **PURCHASE ORDER** for the items listed below.
(NOTE to Treasurer of Organization: Do not enter more than one vendor on a requisition.)
- Please draw **CHECKS** in payment of the items listed below.
(NOTE: IMPORTANT - Bills, Receipts, Trip Reports, etc. must be submitted with requisition. Subject to holds.)
- Submit **CONTRACT** requests as soon as programming is approved. Allow minimum of 10 days for completion of contract.
Check **WILL NOT** be issued until signed contract is on file in the Associated Students General Services Center.
- JOURNAL ENTRY (J/E.)
- BUDGET LINE ITEM TRANSFER

ALLOW 3 BUSINESS DAYS FOR PROCESSING

SPECIAL USE	DESCRIPTION OF ITEM OR SERVICE	VENDOR OR PAYEE	AMOUNT	THIS COLUMN FOR OFFICE USE
			ENCUMBERED:	

<p>Indicate disposition of check:</p> <p>1. Mail to vendor or payee <input type="checkbox"/> *(enter address under payee named above)</p> <p>2. It will be called for <input type="checkbox"/></p> <p>By _____ (Please Print or Type)</p>	<p>I certify that I have been duly authorized to sign requisitions on the funds of the above account.</p> <p>ACCOUNT SIGNATURE: _____ Date: _____</p>
	<p>VERIFIED/APPROVED BY: _____ Date: _____</p> <p>A.S. Executive Director: _____ Date: _____</p>