

**REQUISITION****ASSOCIATED STUDENTS OF GLENDALE COMMUNITY COLLEGE**

1500 NORTH VERDUGO ROAD  
 GLENDALE, CALIFORNIA 91208  
 (818) 240-1000 EXT. 3018-3019

ORDER FROM OR PAY TO:

SHIP TO: IF REQUESTING A PURCHASE ORDER

NAME:  
 ADDRESS: Eddie Lopez

NAME:  
 ADDRESS:

**TYPE OR PRINT LEGIBLY — PRESS HARD**

DATE REQUESTED	DATE WANTED	CASH	CHECK	PURCHASE ORDER	
9/13/21	10/7/21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
QUANTITY	NAME AND DESCRIPTION OR ARTICLE OR PURPOSE			UNIT COST	EXTENSION
	Cross Country - Vanguard Invitational				0.00
	Friday 10/8/21 - Mile Square Park, Fountain Valley				0.00
1	Entry Fee (Check)			\$150.00	\$150.00
20	Meal Money - Athletes (Cash)			\$10.00	\$200.00
5	Meal Money - Coaches (Cash)			\$10.00	\$50.00

**REMARKS OR SPECIAL INSTRUCTIONS:**

Make Check Payable to:  
 Vanguard Cross Country

SUB-TOTAL	\$400.00
SALES TAX	
FREIGHT	
TOTAL	\$400.00

REQUESTED BY Eddie Lopez  
 FACULTY BUDGET ADVISOR \_\_\_\_\_  
 BUDGET ACCOUNT Women's Cross Country

APPROVED \_\_\_\_\_  
 ASGCC V.P. OF FINANCE  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 ASGCC LEGISLATURE  
 APPROVED \_\_\_\_\_  
 ASGCC OPERATIONS OFFICER

POSTED ACTION DATE VOUCHER NO. CHECK NO. P.O. NO.

**SUBMIT ALL COPIES**

NO ORDER SHOULD BE PLACED UNTIL THE APPROVED COPY IS RETURNED TO THE ADVISOR. ANYONE WHO PURCHASES MERCHANDISE OR EXPENDS MONEY BEFORE APPROVAL WILL BE HELD PERSONALLY RESPONSIBLE IF THE REQUISITION IS DENIED.