



1842 w. 108th Street, Los Angeles, CA 90047

**REQUISITION FORM**

DATE (XX-XX-XXXX): \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

AUXILIARY/DEPT: \_\_\_\_\_

\* AMT NEEDED: \$ \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

\* FUNDS NEEDED FOR: \_\_\_\_\_

Is this request an *Advance, Dedicated Funds or a Budgeted* item? \_\_\_\_\_

**PLEASE INCLUDE AN ESTIMATION OF EXPENDITURES FOR REQUESTS OVER \$500:**

Dept/Auxiliary Chairperson(s): \_\_\_\_\_

**CHAIRPERSON SIGNATURE:** \_\_\_\_\_

Please make check payable:

Name/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Time Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**IMPORTANT DEADLINES:**

This request should be submitted TWO(2) WEEKS **PRIOR** to the date needed. ALL FUNDS must be accounted for, therefore, please complete the *Disbursement Expense* Form and tape all of the accompanying receipts on 8-1/2 x 11 and submit TWO (2) WEEKS **AFTER** the event.

**TRUSTEE APPROVAL**

FINANCE COMMITTEE: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

FULL BOARD APPROVAL: \_\_\_\_\_  
Date Fully Approved: \_\_\_\_\_