

GLENVILLE STATE COLLEGE REQUISITION FORM

REVISED
20121109

REQUISITION # (ASSIGNED BY THE BUSINESS OFFICE): _____ **DATE:** _____

SECTION 1: REQUESTOR INFORMATION

DATE: _____ **NAME:** _____ **DEPARTMENT:** _____

SECTION 2: HOSPITALITY AND EVENT INFORMATION

DATE OF EVENT: _____ **# OF ATTENDEES:** _____ **TYPE OF ATTENDEES:** _____
NAME OF EVENT: _____ **LOCATION OF EVENT:** _____

SECTION 3: PURPOSE (REASON FOR EXPENDITURE AND/OR DESCRIPTION OF HOW EXPENDITURE MEETS THE GRANT OBJECTIVES AND THE GOALS OF THE COLLEGE)

SECTION 4: VENDOR, TRAVELER OR GROUP INFORMATION

NAME & ADDRESS: _____ **NAME OF CONTACT:** _____
PHONE #: _____ **EMAIL ADDRESS:** _____

SECTION 5: ORDER INFORMATION	QTY	UNIT PRICE	EXT PRICE
TOTAL			

SECTION 6: TRAVEL	QTY	UNIT PRICE	EXT PRICE
DATE OF TRAVEL: _____			
DESTINATION: _____			
AIRFARE: _____			
CAR RENTAL: _____			
LODGING: _____			
MEALS: _____			
MILEAGE: _____			
CONFERENCE FEE: _____			
OTHER: _____			
TOTAL			

SECTION 7: FUNDING INFORMATION

FUND	ORGN	ACCT	AMOUNT

SECTION 8: REQUIRED APPROVAL SIGNATURES (MUST BE OBTAINED BEFORE SUBMITTING TO THE BUSINESS OFFICE)

1	DEPARTMENT HEAD OR COACH: VERIFIES EXPENDITURE IS NECESSARY AND IS IN BEST INTEREST OF THE DEPARTMENT.		DATE:	
2	OFFICE OF TECHNOLOGY FOR ALL COMPUTER GOOD AND SERVICES: VERIFIES EXPENDITURE IS APPROPRIATE AND COMPATIBLE WITH GSC TECHNOLOGY.		DATE:	
3	AREA VICE PRESIDENT OR DIRECTOR IF EQUAL TO OR GREATER THAN \$1,000.00: VERIFIES THAT EXPENDITURE MEETS THE OBJECTIVES OF THE UNIT.		DATE:	
4	GRANT OFFICE FOR ALL GRANT EXPENDITURES: VERIFIES EXPENDITURE MEETS THE OBJECTIVES OF THE GRANT AND PROMOTES THE GOALS OF THE COLLEGE.		DATE:	
5	PRESIDENT: ALL GRANT AND 1ST YEAR EXPERIENCE EXPENDITURES; ALL EXPENDITURES => \$5,000.00. VERIFIES APPROVAL OF EXPENDITURE.		DATE:	

SECTION 9: REQUIRED BUSINESS OFFICE SIGNATURE (REQUISITIONS WITHOUT ALL REQUIRED SIGNATURES WILL BE RETURNED TO THE REQUESTOR)

1	CONTROLLER: VERIFIES THAT FUNDING IS AVAILABLE WITHIN DESIGNATED FUNDING SOURCE.		DATE:	
2	VICE PRESIDENT FOR BUSINESS & FINANCE: VERIFIES THAT EXPENDITURE IS NECESSARY AND IN BEST INTEREST OF COLLEGE.		DATE:	