

<b>REQUISITION #</b> (ASSIGNED BY THE BUSINESS OFFICE):	<b>DATE:</b>	
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<b>SECTION 1: REQUESTOR INFORMATION</b>		
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<b>DATE:</b>	<b>NAME:</b>	<b>DEPARTMENT:</b>
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<b>SECTION 2: HOSPITALITY AND EVENT INFORMATION</b>		
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<b>DATE OF EVENT:</b>	<b># OF ATTENDEES:</b>	<b>TYPE OF ATTENDEES:</b>
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<b>NAME OF EVENT:</b>	<b>LOCATION OF EVENT:</b>
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<b>SECTION 3: PURPOSE (REASON FOR EXPENDITURE AND/OR DESCRIPTION OF HOW EXPENDITURE MEETS THE GRANT OBJECTIVES AND THE GOALS OF THE COLLEGE)</b>		
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<b>SECTION 4: VENDOR, TRAVELER OR GROUP INFORMATION</b>		
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<b>NAME &amp; ADDRESS:</b>	<b>NAME OF CONTACT:</b>
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<b>PHONE #:</b>	<b>EMAIL ADDRESS:</b>
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<b>SECTION 5: ORDER INFORMATION</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>EXT PRICE</b>
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	QTY	UNIT PRICE	EXT PRICE
<b>TOTAL</b>			

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

<b>SECTION 7: FUNDING INFORMATION</b>					
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FUND	ORGANIZATION	ACCT	AMOUNT

<b>SECTION 8: REQUIRED APPROVAL SIGNATURES (MUST BE OBTAINED BEFORE SUBMITTING TO THE BUSINESS OFFICE)</b>			
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1	<b>DEPARTMENT HEAD OR COACH:</b> <small>VERIFIES EXPENDITURE IS NECESSARY AND IS IN BEST INTEREST OF THE DEPARTMENT.</small>	<b>DATE:</b>	
2	<b>OFFICE OF TECHNOLOGY FOR ALL COMPUTER GOOD AND SERVICES:</b> <small>VERIFIES EXPENDITURE IS APPROPRIATE AND COMPATIBLE WITH GSC TECHNOLOGY.</small>	<b>DATE:</b>	
3	<b>AREA VICE PRESIDENT OR DIRECTOR IF EQUAL TO OR GREATER THAN \$1,000.00:</b> <small>VERIFIES THAT EXPENDITURE MEETS THE OBJECTIVES OF THE UNIT.</small>	<b>DATE:</b>	
4	<b>GRANT OFFICE FOR ALL GRANT EXPENDITURES:</b> <small>VERIFIES EXPENDITURE MEETS THE OBJECTIVES OF THE GRANT AND PROMOTES THE GOALS OF THE COLLEGE.</small>	<b>DATE:</b>	
5	<b>PRESIDENT: ALL GRANT AND 1<sup>ST</sup> YEAR EXPERIENCE EXPENDITURES; ALL EXPENDITURES =&gt; \$5,000.00.</b> <small>VERIFIES APPROVAL OF EXPENDITURE.</small>	<b>DATE:</b>	

<b>SECTION 9: REQUIRED BUSINESS OFFICE SIGNATURE (REQUISITIONS WITHOUT ALL REQUIRED SIGNATURES WILL BE RETURNED TO THE REQUESTOR)</b>			
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1	<b>CONTROLLER:</b> <small>VERIFIES THAT FUNDING IS AVAILABLE WITHIN DESIGNATED FUNDING SOURCE.</small>	<b>DATE:</b>	
2	<b>VICE PRESIDENT FOR BUSINESS &amp; FINANCE:</b> <small>VERIFIES THAT EXPENDITURE IS NECESSARY AND IN BEST INTEREST OF COLLEGE.</small>	<b>DATE:</b>	