

LOS ANGELES VALLEY COLLEGE

Complete Each Section

**DISBURSEMENT REQUEST**

Date:

<b>Account Name:</b>						<b>Account Number:</b>						
<b>FUND:</b>		<b>ASO</b>		<b>DISTRICT MISCELLANEOUS</b>		<b>BOOKSTORE</b>		<b>SCHOLARSHIP</b>				
		<b>CHECK</b>		<b>PURCHASE ORDER</b>		<b>MAIL</b>		<b>HOLD</b>				
<b>PAYABLE TO:</b>									<b>Phone:</b>			
<b>ADDRESS:</b>												
Description of event. Provide as many details as possible (sign each original receipt and attach them to this document. Attach bank statement if paid with card only):									<b>GL ITEM</b> <small>(food, supplies, etc.)</small>		<b>Sub Total</b>	
<b>Club Treasurer:</b>				<b>Club Advisor:</b>				<b>Elizabeth Negrete, ASU Advisor:</b>				
<b>Date signed:</b>				<b>Date signed:</b>				<b>Date signed:</b>				
<b>Funds Available</b>			<b>Approval</b>			<b>PO #</b>			<b>CK #</b>			

**Form Completed By:**

Requestor Name _____ Requestor email: _____ Date: _____
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