

LOS ANGELES VALLEY COLLEGE

Complete Each Section

DISBURSEMENT REQUEST

Date:

Account Name:						Account Number:					
FUND:		ASO		DISTRICT MISCELLANEOUS		BOOKSTORE		SCHOLARSHIP			
		CHECK		PURCHASE ORDER		MAIL		HOLD			
PAYABLE TO:								Phone:			
ADDRESS:											
Description of event. Provide as many details as possible:								GL ITEM <small>(food, supplies, etc.)</small>		Sub Total	
Club Treasurer:				Club Advisor:				Elizabeth Negrete, ASU Advisor:			
Date signed:				Date signed:				Date signed:			
Funds Available			Approval			PO #			CK #		

Form Completed By:

Requestor Name _____ Requestor email: _____ Date: _____
