



ASCC FINANCE DIRECTOR
 Method of Approval:
 MP # _____

EXPENSE REQUISITION

Date _____ Requestor _____
 Requestor phone # _____

ASCC Account # _____
 ASCC Account Name _____
 Payee Name _____
 Payee Address _____

DESCRIPTION <i>Include invoice and PO #, if applicable</i>	QUANTITY	COST PER UNIT	(ESTIMATED) TOTAL COST
Subtotal			
Tax			
Shipping			
TOTAL COST			

▪ Invoices, receipts, minutes, and/or money proposals ***must be attached to this requisition for final payment.***

PLEASE PRINT AND SIGN YOUR NAME ON THE LINES BELOW.

ASCC Account Coordinator _____
 ASCC Account Coordinator Signature _____
 ASCC Finance Director _____
 ASCC Finance Director Signature _____

Requestor Signature _____
 ASCC Advisor Signature _____

Director of Fiscal Services _____ Date _____
 Beginning account balance \$ _____ Ending account balance \$ _____
 Less amount of this requisition \$ _____

***SEE REVERSE SIDE FOR MORE DETAILS.**



ASCC ACCOUNT COORDINATORS

Account Number	Account Name	ASCC Coordinator
7100-4026	ASCC Office	Vice President
7100-4027	Photo I.D.	Social Club Attendant
7100-4029	Marketing/Outreach	Outreach Director
7100-4030	Student Government Conference	President/Vice President
7100-4031	Annual Recurring Activities	President/Vice President
7100-4032	Activities	Activities Director
7100-4034	Publicity	Publicity Director
7100-4035	ASCC Social Club	Social Club Attendant
7100-4039	Club Development	Clubs Director
7100-4040	ASCC Hospitality	President/Student Trustee
7100-4050	Unanticipated Expense	President/Student Trustee
7100-4051	Unrestricted Reserves	President/Student Trustee
7100-4052	Restricted Emergency Reserves	President/Student Trustee
7200-4026	StuRep Fee Supplies/Materials	President/Vice President
7200-4030	StuRep Fee Travel/Conference	President/Vice President
7200-4032	StuRep Fee Activities	President/Vice President
7200-4034	StuRep Fee Publicity	President/Vice President
7200-4050	StuRep Fee Contingencies	President/Vice President
7200-4054	StuRep Fee Dues/Memberships	President/Vice President