

Rancho Santiago College District STUDENT BUSINESS OFFICE

 SANTA ANA COLLEGE

 SANTIAGO CANYON COLLEGE

FUND:

- Associated Students
- Bookstore
- Community Education
- Diversified Agency
- Diversified Trust

Date Requested: _____

Account Name: _____

Account #: _____

P.O.#: _____

Check #: _____

 Check Requested By: _____ / _____ / _____
Name Department Phone/Ext.#

Payee: _____

Address: _____

SERVICE FEES (official, labor, guest performers, etc.)

 Datatel ID# / SSN# / Tax ID# _____ Is payee an employee of the District? Yes No

| QUANTITY | DESCRIPTION OF ARTICLES OR SERVICES (Who, What, When, Where and Why?) | AMOUNT |
|-----------------|--|--------|
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| | | |
| TOTAL \$ | | |

*** Check turnaround is 7-10 business days from the date SBO receives request ***

*** Be sure to attach Original Receipts, Invoices, Event Flyers, and Required Forms ***

*** Please attach a W9 if vendor is not in Datatel or we will be unable to process ***

Please check one:

- Mail check to Payee
- Send check to Requestor
- Will pick up check
- Other _____

Approval:

Requestor: _____

Dean/Director: _____

FOR ASSOCIATED STUDENT USE ONLY:

Student Activities Coordinator: _____

Club Advisor: _____

ASG/Club President: _____

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