SANTA ANA COLLEGE FOUNDATION
ACCOUNT TRANSACTION REQUEST FORM

Check turnaround is 7-10 business days. Insufficient data may cause further delays.

FISCAL YEAR _____ ACCOUNT NAME: _____

REQUEST FOR CHECK: BE SURE TO ATTACH ORIGINAL RECEIPTS, INVOICES, EVENT FLYERS, AND ALL REQUIRED FORMS.

Amount $_____ Check No._____ Datatel GL Acct #_____ Voucher # _____

Check Payable to: _____

Datatel ID: _____

Address: _____

_____

Purpose of Check: NOTE: <u>BE SPECIFIC:</u> Indicate below if this is to be a reimbursement, purchase of supplies/equipment etc. (This includes closure of account)

_____

_____

_____

<mark>NOTE TO REQUESTOR: PLEASE VERIFY FOR SUFFICIENT BALANCES IN THE ACCOUNT AND ATTACH A BUDGET CHANGE FORM IF NEEDED.</mark>

ATF REQUESTOR, PLEASE CIRCLE ANSWER:

<u>For All New Vendors:</u> **Is W-9 (On File/Requested)?   Is vendor a Sole Prop, Partnership, Corporation, LLC ?**

<u>For Independent Contractor payments :</u> **Is Contract on File? (YES/NO)   Is insurance certificate on file? (YES/NO)**

Is contractor receiving $600 or more in a calendar year? (YES/NO)   Will a 1099 misc form be filed (YES/NO)

FOR DEPOSITS

FISCAL YEAR _____ ACCOUNT NAME:_____

_____ **DEPOSIT INTO EXISTING ACCOUNT** Bank_____

Check _____ CC_____ Cash_____ Receipt #_____ Deposit Date_____

Amount $ _____ Check No._____ Acct # _____

Purpose:_____

_____

_____

FOR TRANSFERS AND/OR JOURNAL ENTRIES

FISCAL YEAR _____ ACCOUNT NAME:_____

_____ **TRANSFER OF FUNDS and/ or JE** Bank _____ Transfer Date _____

From:_____ To: _____

Note: Include Account Name Number if NEW account, must be accompanied by NEW ACCOUNT REQUEST FORM
also indicate below which Bank Accounts are affected by the transfer if any.

DEBIT		**CREDIT**	
ACCT #	AMOUNT	ACCT #	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____

Purpose:_____

_____

_____

Note: For Multiple transactions affecting Deposits, Transfers and or JE's, a standard Cash Receipts & JE forms can be attached.
All account activity <u>MUST</u> be authorized by appropriate account administrator.

Requestor	Date	Foundation Director	Date
Authorized Signer (2nd approval)	Date	Processed by	Date

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