ANTELOPE VALLEY COLLEGE

WAREHOUSE SUPPLIES REQUISITION

All Warehouse Supplies Requisitions Must Be Processed Via Adobe Sign
to include the approval signature of the Requesting Department's Dean/Director,
as well as the departments' assigned Fiscal Services representatives signature.
All forms must be cc'd to warehouse@avc.edu to be processed.
Please use the fillable form and most recent Supplies Catalog located at
https://www.avc.edu/administration/busserv/warehouse

Requested By: _____ Deliver To Rm #: _____

Department: _____ Order Date: _____

Dean/Director Signature: _____ Date Needed: _____

Catalog #	Qty	Unit	Item Description	Unit Price	Delivered	Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
					TOTAL	0

FOAP 1:		Amount:	
Fiscal Services Signature Approval:			

FOAP 2:		Amount:	
Fiscal Services Signature Approval:			

For Fiscal Services Use Only:

Budget FOAP 1:_____

Budget FOAP 2:_____

Update: 8/23/2022