

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

REVOLVING CASH REQUEST

Revolving cash requests are intended for purchases \$100.00 or less & are typically reserved for small reimbursements or payments to officials, scorekeepers and musicians. A requisition should be entered into Banner for all other purchases.

Date _____

Requesting Department: _____

Contact & ext.: _____

FOAP: _____

Budget Available: _____

Make check payable to: _____

Required - Please attach original itemized invoice/receipt - Refunds must include proof of payment.	Amount

TOTAL _____

APPROVALS:

Dean: _____
(All requests)

Explanation for requests made outside of policy: _____

VP: _____
(Required if request is outside policy & exceeds \$100.00)

TO BE COMPLETED BY BUSINESS SERVICES

Received from Diana Keelen, Custodian of Revolving Cash Fund of Antelope Valley Community College District, the sum noted below for services or supplies for District use as listed.

Approval: _____

Check Date: _____

Check Number _____