LOS ANGELES VALLEY COLLEGE

Complete Each Section **DISBURSEMENT REQUEST** **Date:**

Account Name:								**Account Number:**			
FUND:		☐	**ASO**		☐	**DISTRICT MISCELLANEOUS**		☐	**BOOKSTORE**		☐	**SCHOLARSHIP**
		☐	**CHECK**		☐	**PURCHASE ORDER**		☐	**MAIL**		☐	**HOLD**
PAYABLE TO:										**Phone:**		
ADDRESS:												

Description of event. Provide as many details as possible (sign each original receipt and attach them to this document. Attach bank statement if paid with card only):	**GL ITEM (food, supplies, etc.)**	**Sub Total**
	Grand Total	

Club Treasurer:	**Club Advisor:**	**Elizabeth Negrete, ASU Advisor:**
Date signed:	**Date signed:**	**Date signed:**

Funds Available **Approval** **PO #** **CK #**

Form Completed By:

Requestor Name_____

Requestor email: _____

Date: _____