

The City College of the City University of New York

Non Tax Levy Entity Disbursement Requisition Form

Document No. _____

Date _____

Name of Account: _____

Requesting Dept. _____

Building/Office # _____

Prepared By: _____ Ext/Phone _____

Disbursement Requested From:

- 21st Century Fdn
- AEC
- CC Bursar Special
- Trusts & Gifts
- Other _____

Type of Payee _____

Check Payable To _____


Address _____

City, State Zip _____

- Mail Check to Payee
- Dept. pick up Ext # _____
- Bursar-Scholarships
- Other _____

Expenditure Account Number (Gray area for Financial Accounting only)

Fund	GL	Department	Project	Source	JPC

Disbursement Purpose	Amount
	

Please explain if the Total is different from the Pay Amount.

Total: _____

Pay This Amount: _____

Original invoices, receipts and any supporting documents must be submitted with this requisition to: **Financial Accounting Office, WG112**

The undersigned certifies that the above expenditures are necessary and proper and are made within the budgetary limitations of the above fund.

Requestor Signature _____ Date _____

Authorized Signature _____ Date _____

Requestor Name and Title _____

Authorized Name and Title(signature card on file) _____

Financial Accounting Office Only

Vendor Number		Approved By _____ Financial Accounting
Examined By		
Date Entered		
Amount		
Check Number		
Check Date		
Mailed Date		

Date Approved _____