

ASU
BAC

EAST LOS ANGELES COLLEGE
FISCAL OFFICE
REQUEST FOR DISBURSEMENT

DR#: _____

Date: _____ Trust ASU Rep District Bookstore
Check Mail Check Pick Up Inter-Dept. Order
Account Name _____ Account No _____
Payable To: _____ ID No: _____
Address: _____

Account #	Description	Qty	Amount
Total Due:			\$

Fund Apprval:

Signature	Print Name	Title
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Note:

1. 23000 Club Accounts - Three (3) Signatures (One Club Officer, Club Advisor, ASU Advisor)
2. 24000 Scholarship - Two (2) Signatures
3. 25000 Trust Accounts - Two (2) Signatures
4. ASU Accounts - Three (3) Signatures (ASU Advisor, President and Comptroller)