

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:


- Fdn for City College
- 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 Date Approved _____
Examined By		
Date Entered		
Amount		
Check Number		
Check Date		
Mailed Date		