The City College of the City University of New York

Non Tax Levy Entity Disbursement Requisition Form

Document No. Date Name of Accor Requesting De Building/Office Prepared By:	unt:	Ext/Phon		Disbursement Requested From: ☐ 21st Century Fdn ☐ AEC ☐ CC Bursar Special ☐ Trusts & Gifts ☐ Other	
Type of Payee Check Payable Address City, State Zip		Account Number (☐ Mail Check to ☐ Dept. pick up ☐ Bursar-Scholar ☐ Other	Ext #
Fund	GL	Department	Gray area for Financial Project	Source	JPC
Please explain if the Total is different from the Pay Amount. Original invoices, receipts and any supporting documents must be					Amount
The undersigne	ed certifies that the made within the b	e above expenditui	res are necessary ar ns of the above fun Authoriz	nd	Date
Requestor Name and Title Authorized Name and Title					nature card on file
Vendor Numb Examined B Date Entere Amount Check Numb Check Date Mailed Dat	er Ey ed er	Financial Accou	nting Office Only Approved By – Date Approved –	Financial Accounting	3