American River College Revolving Check Request

PURPOSE: The Revolving Check Request may be used to pay for urgently needed goods and services that cannot be obtained using a regular District Purchase Order or Limited Purchase order.

	CHECK REQUEST	\$1,000 LIMIT	
Check must be made payable to verifor check processing. Itemize receive returned to the Business Services days of issuance. If you answer "yerevolving check is not the appropare to Purchasing Methods Contact 1) Is this a reimbursement for a set 2) Is this for a vendor who accept	eipt or unused check must be Office within three working es" to any questions below, a riate purchasing process. aparison to use. Yes No Eaff member?		
DESCRIPTION	ON OF ITEM(S)		PRICE
	Approved To	Sales Tax otal Amount	
AUTHORIZATION			
Bus Unit Account Fund // Bus Unit Account Fund	// _	ogram / Subclass ogram / Subclass Subclass	/ /
Purchases Charged to Categorical Programs, Grants or Special Projects. This purchase is compliance with the requirements of:			
Program Name	e Proj	/Grant No.	BSO USE ONLY Check No
Program Goal/ Objective Number/ Explanation			Date Issued
Program Director/ Coordinator Signature			
APPROVALS			
Requestor Name	Signature	Date	
Manager Name	Signature	Date	
Business Services Office	Signature	Date	