Yuba Community College District
Office of Foundation and Grants
2088 N. Beale Road / 1322 Collins
Marysville, CA 95901
(530) 749-3868 / FAX 749-3871

Purchase Requisition Form

Please send completed form and supporting documentation (receipts/ invoices) to the YCCD Foundation Office

Requested Action: (circle): Payment Purchase Budget Transfer

Order by:	Department/Location #:	Telephone #:	Fax#:	Date:

Vendor Information: Name: Address: City, State Zip Code: Telephone / Fax#:	Send Payment To:
Fund Name:	Type of Expense:

Description of Request:	Qty	Unit Price	Total
Department Head Signature:	Subtotal		
	Sales tax		
	Freight		
	Total Cost		

BUDGET TRANSFER:

Transfer From:	$ Amount
Total	

Transfer To:	$ Amount
Total	
Account Manager's Signature(s):	