



REQUISITION

Walsh University Finance Department
2020 Easton Street N.W., North Canton, Ohio 44720-3396

DATE	July 27, 2006
INDEX (Account written)	Walsh Skydiving Club- food (see advisor for this information)
ACCT. (Account Code)	WSKY-7201 (see advisor for this information)

Please issue a cash advance of \$50.00 to Joe Smith for the purchasing of food supplies for the Sky Diving Carnival on October 4, 2006.

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Hamburgers, Hotdogs, Bread, Condiments, etc		\$50.00

- Notes:
- Cash advances under \$75.00 are processed through the Student Affairs Office and receipts are due within 24 hours
 - Cash advances over \$75.00 are done through the Finance Office in Farrell Hall
 - Be sure to keep copies of all transactions and cross reference them with your monthly account print out mailed to all student organizations

- Signatures:
- Student Organizations are required to obtain the following signatures for purchase approval:
- Signature of the person making the request for payment
 - Advisor Signature
 - Treasurer of Walsh University Student Government's signature

REQUESTED BY: Signature of the person filling out the requisition

Signature of Advisor
DEPARTMENT CHAIRPERSON

APPROVED BY: Leave Blank
FINANCE DEPARTMENT

- Check to be mailed
- Check to be picked up in Finance Dept.