



REQUISITION

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

DATE	July 27, 2006
INDEX	Walsh Skydiving Club- other goods (see advisor for this information)
ACCT.	WSKY-7230 (see advisor for this information)

CHECK PAYABLE TO:

Please reimburse Joe Student, 1234 Elm St. Canton, OH 42528 for his purchase of popcorn supplies to be used for the Drive-In Movie on August 29, 2006.

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Popcorn kernels, oil, sandwich bags, etc.		\$24.25

Notes:

- Be sure to attach all related receipts/invoices/contracts, etc
- 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 signature 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.