

2021-2022

**INSTITUTIONAL MEMBERSHIP PURCHASE REQUISITION
TEMPLATE**

Individual Membership applies only in special circumstances (e.g. when an Individual Membership must be paid in order to participate in a conference.)

Document Text Information:

New Vendor Information (If applicable): Please insert all the pre-set item text lines for a new vendor requisition.

Reason for Service: *(explain)*

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

If applicable, please add text: Special Indications/Instructions: *(for A/P, Purchasing, mailing, late RQ submission, etc.)*

Commodity Field: XY (Buyer Initials of your assigned Buyer)

Description Field: Membership Name

Item Text Information:

Membership Name:

Fiscal Year: 2021-22

Campus: Fullerton College

Department:

Invoice No: xxxxx

Invoice Date: MM/DD/YYYY

Invoice Total: \$x,xxx.xx

Due Date: MM/DD/YYYY

Group Member: Fullerton College

Contact Person:

Billing Period: MM/DD/YYYY – MM/DD/YYYY

Additional Information:

Board Approval Date: Month, DD, 20XX (Specify Board Approval Date)

Authorized Signatures for Payment:

List Name(s) *(Please note that the name(s) listed cannot be the RQ Requestor/Inputter)*