

2021-2022

NEW INSTITUTIONAL MEMBERSHIP PURCHASE REQUISITION WITH APPROVED RATIONALE FORM 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: This is a new membership

Membership Rationale Approval Name:

Membership Rationale Approval Date:

Authorized Signatures for Payment:

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