

Alamance Community College Foundation, Inc. Requisition Form

Check Number *Office Use Only*

Date *Office Use Only*

Write Check to: _____

Address: (Must use home address if an individual)

City State Zip

Expense Number	Description and Purpose	Amount
	Subtotal	
	Tax	
	Shipping	
	Total	

Note: Must be signed by requisitioner & VP over area before being submitted to the ACC Foundation

Requisitioned by: _____ Date: _____ Associate Dean*/Dean: _____ Date: _____

Vice President / Director Approval: _____ Date: _____ Institutional Advancement Approval: _____ Date: _____

*Associate Dean may approve for expenses less than \$100

Professional Development

- ___ 5105-00 Arts & Sciences Professional Dev.
- ___ 5110-00 Business Division Professional Dev.
- ___ 5115-00 Continuing Education Professional Dev.
- ___ 5120-00 Health&Public Services Professional Dev.
- ___ 5125-00 Industrial & Graphic Design Professional Dev.
- ___ 5130-00 Administrative & Fiscal Services Prof. Dev.
- ___ 5135-00 President & IA, PR & BI Professional Dev.
- ___ 5140-00 Instructional Support & Admin. Prof. Dev.

Advancement Office Expenses

- ___ 5030-00 Advertising
- ___ 5045-00 Audit
- ___ 5285-00 Bank and Investment Fees
- ___ 5010-00 Computer Software & Maintenance Agreement
- ___ 5055-00 Consulting Services
- ___ 5087-00 Donor Recognition Event
- ___ 5070-00 Hospitality
- ___ 5050-00 Legal Services
- ___ 5005-00 Membership Dues & Subscriptions
- ___ 5295-00 Miscellaneous Expenses
- ___ 5025-00 Postage
- ___ 5020-00 Printing
- ___ 5035-00 Training
- ___ 5040-00 Travel and Meetings
- ___ 5060-00 Website Development & Newsletter
- ___ 5100-00 25th Anniversary Expense

___ 8000-00 TRANSFERS

Student Aid

- ___ 5230-00 ACCF Academic Excellence Sch.
- ___ 5240-00 ACCF Technical Prep Scholarships
- ___ 5265-00 Ambassador Honorarium _____
- ___ 5200-00 Ambassador Non-Tuition Expense
- ___ 5215-00 College Work Study Matching Expense
- ___ 5245-00 Endowed Scholarships
- ___ 5225-00 Foundation Scholarships
- ___ 5255-00 GED Certificate for Tuition Expense
- ___ 5195-00 Graduate Quality Assurance
- ___ 5250-00 Open Access Scholarships
- ___ 5235-00 Restricted Scholarships
- ___ 5205-00 Student Distress Expense
- ___ 5210-00 Supplemental Education Opport. Grant
- ___ 5220-00 Supplemental Scholarships

Program Support

- ___ 5145-00 Curr. Strengthening & Innov. Teach Grants
- ___ 5165-00 Contingency Funds for Dept. Representatives
- ___ 5270-00 Department Chair - Instructional Support
- ___ 5170-00 Employee Recognition
- ___ 5175-00 Faculty & Staff Mentoring Program
- ___ 5190-00 ACC Tuition
- ___ 5185-00 University Tuition
- ___ 5180-00 Leadership Alamance
- ___ 5150-00 Mini-Grant
- ___ 1075-00 No-Interest Computer Loan

Educational Related Projects

- ___ 5085-00 Direct Curriculum Support
- ___ 5075-00 Distinguished Alumni
- ___ 5090-00 Feasibility Study
- 02-5270-00 LabCorp Lab-Based Program Support
- 02-5088-00 Basic Skills Program (Literacy)-Proj. Code 2020
- 01-1095-00 Residential Housing Project - Proj. Code 1003
- 02-5086-00 Scott Family Collection - Proj. Code 4119



Checks are processed on the 15th and the 30th of the month