

Alamance Community College Foundation, Inc.

Requisition Form

Check Number _____ Office use only

Funds from these expenditures come from generous donors to the ACC Foundation

Date _____ Office Use Only

Write Check To: _____

City _____ State _____ Zip _____

Description and Purpose

Note: Requisitions for refreshments require attached agenda and number in attendance at meeting/event.

	Amount
Subtotal	
Shipping	
Tax	
Total	

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

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

**Director or Dean may approve for expenses less than \$100 and then forward requisition to Institutional Advancement*

Professional Development

- ___ 5105-00 Instruction, UT & DL Professional Dev.
- ___ 5110-00 Bus. Div./Arts & Sciences Professional Dev.
- ___ 5115-00 Work Force Development Professional Dev.
- ___ 5120-00 Health & Public Services Professional Dev.
- ___ 5125-00 Industrial Professional Dev.
- ___ 5130-00 Administrative (Business Office) Prof. Dev.
- ___ 5133-00 Facilities Services Prof. Dev.
- ___ 5135-00 President, Corp. Ed. & Instit. Adv. Prof. Dev.
- ___ 5140-00 Instructional Support Professional Dev.
- ___ 5155-00 **Student Success Professional Dev.**
- ___ 5144-00 EVP Professional Development
- ___ 5145-00 EVP Discretionary Funds

Advancement Office Expenses

- ___ 5030-00 Advertising
- ___ 5045-00 Audit
- ___ 5285-00 Bank and Investment Fees
- ___ 5010-00 Computer Software & Maint. Agreement
- ___ 5087-00 Donor/Recipient Reception
- ___ 5070-00 Hospitality
- ___ 5005-00 Membership Dues and Subscriptions
- ___ 5295-00 Miscellaneous Expenses
- ___ 5025-00 Postage
- ___ 5020-00 Printing
- ___ 5060-00 Website Development & Newsletter
- ___ 5288-00 Credit Card Processing Fee

Student Aid

- ___ 5230-00 ACCF Academic Excellence Scholarships
- ___ 5240-00 ACCF Technical Excellence Scholarships
- ___ 5265-00 Ambassador Honorarium # _____
- ___ 5200-00 Ambassador Expense
- ___ 5215-00 College Work Study Matching Expense
- ___ 5245-00 Endowed Scholarships
- ___ 5225-00 Foundation Scholarships
- ___ 5226-00 Workforce Dev. Foundation Scholarships
- ___ 5255-00 GED Certificate for Tuition Expense
- ___ 5235-00 Restricted Scholarships
- ___ 5205-00 Student Distress Expense
- ___ 5206-00 Childcare Assistance
- ___ 5207-00 CCP Student Book Scholarship

Program Support

- ___ 5165-00 Contingency Funds for Dept. Representatives
- ___ 5175-00 Faculty & Staff Mentoring Program
- ___ 5150-00 President Innovation Grants
- ___ 5150-00 Faculty / Staff Grants #2142
- ___ 1075-00 No-Interest Computer Loan Receivables
- ___ 5075-00 Celebration of Excellence
- ___ 5085-00 Direct Program Support – Project _____
- ___ 5086-00 Scott Family Collection – Project 4119
- ___ 5088-00 Basic Skills Pro. (Literacy) Project _____

Checks are processed mid-month and at the end of the month