

-Printed Check -Credit Card

Check Number Office use only

**Alamance Community College Foundation, Inc.
Requisition Form**

Date Office Use Only

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

Payment To: _____

City _____ State _____ Zip _____

Description and Purpose (Be specific and provide supplemental documentation)

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

	Amount
Subtotal	
Tax	
Total	

Requisitioned by: _____ Date: _____ Budget Manager: _____ Date: _____

Your Vice President's Approval: _____ Date: _____ Institutional Advancement Approval: _____ Date: _____

**Consult your Vice President as they may authorize spending under a certain amount.*

College Support / Professional Development

- __ 5125-00 Ag, Engineering and Trades Professional Dev.
- __ 5110-00 Bus. Div./Arts & Sciences Professional Dev.
- __ 5130-00 Business Office Professional Development
- __ 5145-00 EVP Discretionary Funds
- __ 5144-00 EVP Professional Development
- __ 5133-00 Facilities Services Professional Development
- __ 5120-00 Health & Public Services Professional Dev.
- __ 5105-00 Instruction, Library, UT &DL Professional Dev.
- __ 5135-00 President, Corp. Ed. & Instit. Adv. Prof. Dev.
- __ 5155-00 Student Success Professional Development
- __ 5115-00 Work Force Development Professional Dev.

Program Support

- __ 5071-00 Alumni Council
- __ 5088-00 College and Career Readiness # _____
- __ 5097-00 BCOE Equipment # _____
- __ 5075-00 Celebration of Excellence Event
- __ 5165-00 Contingency Funds for Dept. Representatives
- __ 5085-00 Other Program Support # _____
- __ 5150-00 Faculty – Staff Grants #2142
- __ 5175-00 Faculty & Staff Mentoring Program
- __ 5107-00 No-Interest Computer Loan
- __ 5150-00 President Innovation Grants
- __ 5086-00 Scott Family Collection – Project #4119

Student Aid

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

Advancement Office Expenses

- __ 5030-00 Advertising
- __ 5045-00 Audit
- __ 5285-00 Bank and Investment Fees
- __ 5010-00 Computer Software & Maint. Agreement
- __ 5087-00 Donor Events
- __ 5070-00 Hospitality
- __ 5005-00 Membership Dues and Subscriptions
- __ 5295-00 Miscellaneous Expenses
- __ 5025-00 Postage
- __ 5020-00 Printing
- __ 5060-00 Website Development & Newsletter
- __ 8000-00 Transfers

***Checks are Processed mid-month
and at the end of the month.***