

# Alamance Community College Foundation, Inc. Requisition Form

Check Number *Office Use Only*

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 & Fiscal 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/Recip. Rec. & Return to the Classroom
- \_\_ 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
- \_\_ 5055-00 Fund-Raising Consulting Service

### 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
- \_\_ 5261-00 Student Stipends (C-Step & Mentoring)
- \_\_ 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 Innovation Grants
- \_\_ 1075-00 No-Interest Computer Loan Receivables
- \_\_ 5075-00 Celebration of Excellence
- \_\_ 5085-00 Direct Program Support
- \_\_ 5086-00 Scott Family Collection – Project \_\_\_\_\_
- \_\_ 5088-00 Basic Skills Pro. (Literacy) Project \_\_\_\_\_

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