ANTELOPE VALLEY COLLEGE

REQ.#

P.O. # **PURCHASE REQUISITION** ISSUED Berkeen Media DATE OF REQUEST DIVISION 4 STREET ADDRESS DELIVER TO CITY/STATE/ZIP PHONE # 510 FAX# **VENDOR CONTACT** DATE NEEDED A SEPARATE REQUISITION IS REQUIRED FOR EACH VENDOR DESCRIPTION UNIT PRICE EXTENDED AMOUNT CATALOG NO. QUANTITY UNIT Difference: \$295.00 www. berkeley media. com SUB TOTAL NOTE: FIRST, SECOND, THIRD COPIES MUST BE SENT TO OFFICE OF BUSINESS SERVICES. FOURTH COPY IS SALES TAX RETAINED BY DIVISION DEAN OR DEPARTMENT HEAD. THE THIRD COPY IS RETURNED TO THE DIVISION **FREIGHT** DEAN OR DEPARTMENT HEAD AFTER THE BOARD MEETING TO INDICATE DISPOSITION. TOTAL **BUSINESS OFFICE USE ONLY** OTHER() SUPPLIES () CAPITAL OUTLAY () FUND: REQUESTED BY ACCT. NO. 01-3-00000-21504-12725-6360-6130000 DEAN'S APPROVAL_ ACCT. NO._ V-PRESIDENT'S APPROVAL____ - AMOUNT BUDGET APPROVAL_ - AMOUNT ACCT. NO.__ PRESIDENT'S AUTHORIZATION - AMOUNT