

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
QUICK \$ REQUEST

Date _____

Payee _____

PEID # _____

Requested by _____

Address: _____

Department: _____

Description:

Check #	Date

Account Number and Name

Amount

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total \$ _____

Dean/Director Approval

Site Business Office Approval

For requests up to \$25, obtain from the site Business Office.
 For requests over \$25 to a maximum of \$200, Accounting will issue a check.