

MiraCosta College

Check Request for Student Ticket/Trip Expenses

**Must be submitted at least 72 hours prior to Check Disbursement Date
(Excluding weekends and holidays)**

Requestor _____ Date _____

Reason for Request _____

Approved by Dean _____
Signature

Disbursement Date (Date that check needs to be ready for pickup): _____

Request _____ Tickets @ _____ Each: TOTAL _____

Request _____ Other @ _____ Each: TOTAL _____

MAKE CHECK PAYABLE TO: _____

AMOUNT OF CHECK \$ _____

I understand and will expend the above amount for the purpose it was given and further understand to provide MiraCosta College with satisfactory evidence of the expenditure within 5 days of the purchase.

For the purpose of this agreement, "satisfactory evidence" shall mean documentary proof of expenditure in the form of the original receipts, the date of purchase, date of event, and list of student names. The number of tickets sold must equal the number of student names.

I understand I will return all of any unexpended advance within 5 days.

No other cash advance will be permitted until this transaction has been reconciled.

Signature

Printed Name

Business Services use only:

Date _____

Amount \$ _____

Account _____