ACCOUNT TITLE

ACCOUNT CATEGORY: (CIRCLE ONE)
A. Instructional Materials Fees
B. College Trust/Agency
C. ASVC Student Club/Organization

ACCOUNT NUMBER
D. Scholarship/Loan Account
E. Co-Curricular Account
F. Non-student Club/Organization

DIVISION/DEPT/CLUB/ORGANIZATION

INDIVIDUAL RESPONSIBLE/TITLE

REASON FOR ACCOUNT

SOURCE OF INCOME (BE SPECIFIC)

TYPE OF EXPENDITURES ALLOWED (BE SPECIFIC)

ANTICIPATED DURATION OF ACCOUNT

DISPOSITION OF ACCOUNT BALANCE AT EXPIRATION

COLLEGE BUSINESS OFFICE REVIEW

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
TRUST AND AGENCY ACCOUNT AUTHORIZATION

ACCOUNT NAME

ACCOUNT NUMBER

SIGNATURES BELOW WILL BE REQUIRED ON EXPENDITURES

NUMBER

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APPROVAL OF ACCOUNT AUTHORIZATION:

CLUB ADVISOR (for Clubs only)

DIRECTOR OF STUDENT ACTIVITIES (for Clubs or ASVC accounts)

DIVISION DIRECTOR (if applicable)

DATE

SUPERVISING VICE PRESIDENT

DATE

VICE PRESIDENT, ADMINISTRATIVE SERVICES

DATE

COMPTROLLER, DISTRICT OFFICE

DATE

District Wide Form No. 12005 (Rev. 05/04)

DISTRICT OFFICE