



# ASCMA Financial Request

Financial Requests must be submitted a **minimum** of ten (10) business days prior to the request-by date. The 10 business day minimum **starts** when paperwork has been received by the ASCMA Executive VP of Finance. "Dropping off" paperwork with another ASCMA official does not constitute receipt of paperwork. In the case of reimbursements, all monies will be processed at the conclusion of an event.

Section 1 – Requestor Information			
Today's Date:	Requested-By Date:	Requestor:	Contact Number:
Student Organization/Activity:			Purchase Justification Attached? <input type="checkbox"/> <i>(This step is required and will help reduce delays in the purchase process)</i>
Event Name/Description:		Has an Event Requisition been started? <input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)	

Section 2 – Payee Information			
Name:		Section 2a - Payment Type	
If affiliated with Cal Maritime proceed to Section 2a		Check: <input type="checkbox"/>	Pro Card: <input type="checkbox"/>
Address:		Petty Cash: <input type="checkbox"/>	
City:		Mail Check? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please allow five (5) business days for check processing</i>	
State:		If Petty Cash, all receipts must be submitted prior to disbursement.	
Zip:			
Phone:			
		Acknowledged by: _____ (requestor's initials)	

Section 3 – Itemized List			
Items & services listed below are subject to substitution based on current ASCMA vendor agreements and lowest available price. ASCMA agrees that the requestor will always be notified if such substitutions take place before said items/services are ordered.			
Acknowledged by: _____ (requestor's initials)			
Quantity	Description	Unit Price	Extension
		Shipping	
		Tax	
		Total	

Section 4 - Approvals			
For Office Use Only		Section 4a – Advisor Approval	
		Name:	
		Signature:	
		Date:	
		Comments:	
Section 4b – ASCMA Approval			
ASCMA Executive Officer		ASCMA Executive Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Comments:		Comments:	
Section 5 – Billing Information (Office Use Only)			
Account:	Fund:	Dept.:	Class: