

Request for Check For Hotel, Registration, etc.

TAFT COLLEGE
WEST KERN COMMUNITY COLLEGE

29 Cougar Court
Taft, CA 93268
(661) 763-7700, FAX: (661) 763-7803

If requesting a check, please make sure
back up documentation has final totals
including tax.

Department: _____

Requisition No: _____

Req By: _____ Date: _____

Vendor: _____

Inv. No:	Qty.	Unit.	Description	Amount
Total Amount				

Approved by <input type="checkbox"/>	DEPT. HEAD	PRESIDENT/DEAN	FISCAL AFFAIRS
Account No:			
Account No:			
Account No:			
Account No:			
Account No:			

_____ Date Received

_____ Signature