CASH IN ADVANCE REQUISITION

DATE 3/3/14	**INSTRUCTIONS: Use this form for all requests for cash in advance payments. Route though appropriate channels for approval.**	**FOR ACCOUNTING USE ONLY**
COST OBJECT NUMBER		DATE RECEIVED
GL OR COMMITMENT ITEM	VENDOR PHONE NUMBER (415) 717-4809	CIA NUMBER
PAYEE AND ADDRESS	QUOTED BY Kif Scheuer TERMS **CIA ONLY**	CHECK DISBURSED BY ACCOUNTING (Name and phone number or off-site location)
SAP VENDOR NUMBER (Must match payee & address above)		

DESCRIPTION OF PURCHASE	QUANTITY	UNIT PRICE	EXTENSION
1. Sponsorship of 2014 California Adaptation Forum	1.00	$1,000.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

JUSTIFICATION FOR PAYMENT	
Department Sponsorship of 2014 California Adaptation Forum at the Climate Adaptation Proponent Level ($1000) - Includes table display, DWR logo on website and program booklet, and logo display during plenary sessions. Purchase order not accepted.	SUB-TOTAL SALES TAX TOTAL **$1,000.00**

APPROVAL SIGNATURES	
SUPERVISOR (Up to $5,000)	PRINTED NAME OF SUPERVISOR Laura King Moon
BRANCH CHIEF ($5,000 to $50,000)	PRINTED NAME OF CHIEF
DIVISION/OFFICE/FIELD DIVISION CHIEF (Over $50,000)	PRINTED NAME OF CHIEF

FOR ACCOUNTING USE ONLY			CIA CONTACT PERSON FOR MORE INFORMATION
CIA NUMBER	DWR CHECK NUMBER	ISSUE DATE	NAME Michael Healey
SAP DOCUMENT NUMBER			PHONE NUMBER (916) 651-1289
JOURNAL DOCUMENT NUMBER			EMAIL mhealey@water.ca.gov