CASH IN ADVANCE REQUISITION

DATE 6/15/14	**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 LBL14SPCC120		DATE RECEIVED
GL OR COMMITMENT ITEM	VENDOR PHONE NUMBER (530) 889-9025	CIA NUMBER
PAYEE AND ADDRESS ARWI P.O. Box 1750 Colfax, CA 95713	QUOTED BY Gary Estes TERMS **CIA ONLY**	CHECK DISBURSED BY ACCOUNTING (Name and phone number or off-site location)
SAP VENDOR NUMBER (Must match payee & address above) 504747		

DESCRIPTION OF PURCHASE	QUANTITY	UNIT PRICE	EXTENSION
1. Group Registration Fee for Extreme Precipitation Symposium (6/24/14)	1.00	$455.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

JUSTIFICATION FOR PAYMENT	
Climate Change group registration fee for the California Extreme Precipitation Symposium on June 24, 2014. PO Not Accepted	SUB-TOTAL SALES TAX TOTAL **$455.00**

APPROVAL SIGNATURES	
SUPERVISOR (Up to $5,000)	PRINTED NAME OF SUPERVISOR John Andrew
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