CASH IN ADVANCE REQUISITION

DATE 5/3/13	**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 30100000		DATE RECEIVED
GL OR COMMITMENT ITEM 9031120100	VENDOR PHONE NUMBER (530) 889-9025	CIA NUMBER
PAYEE AND ADDRESS American River Watershed Institute 4135 Eagles Nest Auburn, CA 95603	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) 202008		

DESCRIPTION OF PURCHASE	QUANTITY	UNIT PRICE	EXTENSION
1. Reg fee for California Extreme Precipitation Symposium	1.00	$60.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

JUSTIFICATION FOR PAYMENT	
Conference registration fee for John Andrew to attend the California Extreme Precipitation Symposium on June 25, 2013. PO Not Accepted	SUB-TOTAL SALES TAX TOTAL **$60.00**

APPROVAL SIGNATURES	
SUPERVISOR (Up to $5,000)	PRINTED NAME OF SUPERVISOR Gary Bardini
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