CASH IN ADVANCE REQUISITION

DATE 1/11/11	**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 (510) 451-0905	CIA NUMBER
PAYEE AND ADDRESS Earthquake Engineering Research Institute 499 14th Street, STE 320 Oakland, CA 94612-1902	QUOTED BY TERMS **CIA ONLY**	CHECK DISBURSED BY ACCOUNTING (Name and phone number or off-site location)
SAP VENDOR NUMBER (Must match payee & address above) 106063		

DESCRIPTION OF PURCHASE	QUANTITY	UNIT PRICE	EXTENSION
1. Workshop Only Registration for EERI Annual Meeting in San Diego (2/9/11)	1.00	$60.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

JUSTIFICATION FOR PAYMENT	
John Andrew will attend the workshop only portion of the upcoming Earthquake Engineering Research Institute's Annual Meeting in San Diego, CA on February 9, 2011. Purchase Orders not accepted.	SUB-TOTAL SALES TAX TOTAL **$60.00**

APPROVAL SIGNATURES

SUPERVISOR (Up to $5,000)	PRINTED NAME OF SUPERVISOR Stein Buer
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) 657-5400
JOURNAL DOCUMENT NUMBER			EMAIL mhealey@water.ca.gov