CASH IN ADVANCE REQUISITION

DATE 1/28/11	**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 (202) 462-6900	CIA NUMBER
PAYEE AND ADDRESS American Geophysical Union (AGU) Member Service 2000 Florida Avenue N.W. Washington, DC 20009-1277 USA	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) 200953		

DESCRIPTION OF PURCHASE	QUANTITY	UNIT PRICE	EXTENSION
1. Speaker Registration Fee (minus $150 credit) for WEWRC Conf. in Palm Springs	1.00	$195.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

JUSTIFICATION FOR PAYMENT	
John Andrew will be attending the World Environmental & Water Resources Congress in Palm Springs, CA May 22-26. He is attending as a speaker for a single day only (exact date TBD). He will receive the speaker rate at $345 and is expecting a $150 credit (bringing the total registration costs to $195). Purchase order not accepted.	SUB-TOTAL SALES TAX TOTAL **$275.00**

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