



CLAIM STATEMENT FOR ASCC ACCOUNT EXPENDITURES

Payee: _____

Date: _____

Account Number: _____

Amount: _____

Requisition #: _____

PO # (if available): _____

For the following goods or services furnished to the District:

Description *(In general terms describe what was purchased, and why/for what. For travel list the date and name of travel. If for meal money advance, provide a breakdown of amount (day or meal) x number of people x number of days), and attach a list of attendees:*

The check for this payment/reimbursement should be (select ONE):

Mailed to the Payee at (*PRINT LEGIBLY*):

Street Address: _____

Unit/Apt #: _____

City: _____

State: _____

ZIP: _____

Held for pick-up in the Payroll window (*option is for Cerritos College Employees with a phone extension only, no cell #'s*):

Call _____ (name) to pick up check at _____ (extension).

REQUIRED SIGNATURES:

Payee	Club Advisor (req'd for clubs)	College Manager

Supporting documentation:

- **Original, itemized receipts**/invoices/agreements are required.
- All expenses related to travel must have a copy of the approved Conference & Travel Request of the advisor attached.
- All receipts for travel meal reimbursement must identify the meal (breakfast/lunch/dinner), and who the receipt costs apply to, written on the back of the receipt. Meals are reimbursed at a \$10 breakfast, \$14 lunch, \$18 dinner maximum.
- Scholarship recipients and those receiving stipends/honorariums must provide a W-9 form to report taxable income. It must be attached to this claim statement (if applicable).
- Claim Statements, all supporting documentation, and the requisition cover sheet if SpendMap process completed by a requisitioner other than Student Activities, must be submitted to the Student Activities Office for processing.