UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

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| Document # | |
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# INTERNAL REQUISITION

DO NOT COMPLETE SHADED AREAS

**TO BE COMPLETED BY REQUISITIONING DEPARTMENT**

Prepared By: CTLT Administrative Assistant Date:

Department/Organization: Centre for Teaching, Learning and Technology

Phone: 6509 Deliver To (Room#):

| ITEM# / WO# | QUANTITY | DESCRIPTIONS | AMOUNT (EST.) |
|---|---|---|---|
| | | | |
| | | **$50.00 refundable deposit for Instructional Skills Workshop | $50.00 |
| | | **(Please note: the deposit will be refunded upon the completion of the workshop)** | |
| | | | |
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| | | | |
| | | | |
| | | **TOTAL** | |

**BUDGET HOLDER**,
Please sign here

**AUTHORIZATION:**

| | | FOAPAL TO BE CHARGED (debited) | | | | | |
|---|---|---|---|---|---|---|---|
| | | FUND | ORG | ACCOUNT | PROGRAM | ACTIVITY | |
| Signature: | x | | | | | | |
| Name of Above: | x | | | | | | |
| Date: | x | | | | | | |
| Received By: | x | | | | | | |
| Date: | x | | | | | | |
| | | | | | | **TOTAL** | |

**TO BE COMPLETED BY DEPARTMENT FILLING THE REQUISITION:**

| DESCRIPTION | AMOUNT | FOAPAL TO BE CREDITED FUND | ORG | ACCOUNT | PROGRAM | ACTIVITY |
|---|---|---|---|---|---|---|
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| **TOTAL** | | | | | | |

**FOR FINANCIAL SERVICES USE ONLY**

Checked By: Keyed By: Date: