

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
SAN DIEGO CITY COLLEGE FOUNDATION  
PAYMENT REQUEST**

REQUESTED BY: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PAYEE:

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PURPOSE	AMOUNT
<b>TOTAL:</b>	

CHARGE TO:

FUND:

ACCOUNT NAME:

ACCOUNT #:

**DELIVERY METHOD**

<p><b><u>PAPER CHECK (SELECT ONE OPTION)</u></b></p> <p>_____ PICK-UP</p> <p>_____ PLACE IN SCHOOL MAILBOX</p> <p>_____ MAIL CHECK TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<b>-OR-</b>	<p><b><u>DIRECT DEPOSIT / EFT</u></b></p> <p>For privacy, Payee must email his/her Bank's Routing # and Account # to:</p> <p style="padding-left: 20px;"><i>Regie Balintec: rbalinte@sdccd.edu</i></p> <p style="padding-left: 20px;"><i>Roxann Solis: rsolis@sdccd.edu</i></p> <p>from the email address listed below:</p> <p>_____</p> <p><input type="checkbox"/> <i>Payee information already on file AND current</i></p>
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MANAGER APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOUNDATION STAFF ONLY:**

DATE ENTERED: \_\_\_\_\_

BP/CONF#: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

CHECK#: \_\_\_\_\_