

ACCOUNT TITLE

ACCOUNT NUMBER

ACCOUNT CATEGORY: (CIRCLE ONE)

- A. Instructional Materials Fees
- B. College Trust/Agency
- C. ASB Student Club/Organization

- D. Scholarship/Loan Account
- E. Co-curricular Account
- F. Non-student Club/Organization

DIVISION/DEPT/CLUB/ORGANIZATION

INDIVIDUAL RESPONSIBLE/TITLE

REASON FOR ACCOUNT

SOURCE OF INCOME (BE SPECIFIC)

TYPE OF EXPENDITURES ALLOWED (BE SPECIFIC)

ANTICIPATED DURATION OF ACCOUNT

DISPOSITION OF ACCOUNT BALANCE AT EXPIRATION

COLLEGE BUSINESS OFFICE REVIEW

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
TRUST AND AGENCY ACCOUNT AUTHORIZATION**

ACCOUNT NAME

ACCOUNT NO.

\_\_\_\_\_  
NUMBER SIGNATURES BELOW WILL BE REQUIRED ON EXPENDITURES

DATE	TYPE/PRINT NAME	SIGNATURE	TITLE/POSITION

APPROVAL OF ACCOUNT AUTHORIZATION:

CLUB ADVISOR (for Clubs only)

DIRECTOR OF STUDENT ACTIVITIES (for Clubs or ASB accounts)

DIVISION DIRECTOR (if applicable)

DATE

SUPERVISING VICE PRESIDENT

DATE

VICE PRESIDENT, ADMINISTRATIVE SERVICES

DATE

COMPTROLLER, DISTRICT OFFICE

DATE