

OUT OF STATE MEETING AND ASSOCIATED TRAVEL REQUEST

MEETING PRIMARY SPONSOR:	
NAME OF MEETING:	
PURPOSE OF MEETING:	
DATE(S) AND LOCATION OF MEETING:	
PERSON(S) ATTENDING:	
DIVISION:	
TOTAL ESTIMATED COST FOR ALL ATTENDEES WITHIN DIVISION: \$	
FUNDING SOURCE:	
COMMENT:	
DIVISION DIRECTOR SIGNATURE:	DATE:
EXECUTIVE / ASSISTANT DIRECTOR SIGNATURE:	DATE:

For Administration Division Use Only:

Received on:

Commission Action/Date:

DATE SUBMITTED: _____

**OKLAHOMA CONSERVATION COMMISSION
REQUEST FOR ACQUISITION**

Division:			
Person Requesting:			
Description:			
Price Estimate:		Quantity:	Item #:
Date Needed:			Task #:
Reason For Acquisition:			
Funding for Request:	Funding Class:	Depart.:	CFDA:
Ship to Address:			
_____ Authorized Signature		_____ Date	

<input type="checkbox"/>	I certify that adequate funds are available.
<input type="checkbox"/>	I certify that adequate funds are not available
<input type="checkbox"/>	The contents of this form are complete.
<input type="checkbox"/>	The contents of this form are incomplete and form is returned.
<input type="checkbox"/>	Request for acquisition is approved.
<input type="checkbox"/>	Request for acquisition is denied.
_____ Authorized Signature	
_____ Date	
Comments:	

- Credit Card # _____
 Purchase Order
 Inventory Item
 Minority /Woman Owned Business

Date Ordered:	By	
Date Received:	By	
Ordered From:	Confirmation #	Contact
Requisition No.	P.O. No.	Statewide Contract No.

**OKLAHOMA CONSERVATION COMMISSTION
AIRLINE RESERVATION INFORMATION**

Employee Name	<input type="text"/>			
Employee ID Number	<input type="text"/>			
Departure City	<input type="text"/>			
Arrival City	<input type="text"/>			
Depature Date	<input type="text"/>	Time	<input type="text"/>	± 2 hrs
Return Date	<input type="text"/>	Time	<input type="text"/>	± 2 hrs
Do you need a rental car?	<input type="text"/>			
Do you need us to find a hotel?	<input type="text"/>			

Car Rental Information				
Car Type	<input type="text"/>			
Pick-up Date	<input type="text"/>	Time	<input type="text"/>	
Drop-off Date	<input type="text"/>	Time	<input type="text"/>	

Hotel Information						
Check-in Date	<input type="text"/>					
Check-out Date	<input type="text"/>					
Find hotel within # of miles	<input type="text"/>	of	Airport	<input type="text"/>	or Location	<input type="text"/>
Location address	<input type="text"/>					

*Note: Hotel information only needs to be filled in if you do not have a designated hotel.