SDCCD REQUEST FOR SPECIAL HANDLING 24 HOURS NOTICE REQUIRED FOR ALL REQUESTS

PLEASE SEND THIS (Fillable) FORM TO: APspecialhandling@sdccd.edu

Payroll/benefit deductions processed on the 10th and end of the month Legal case settlements Taxes, licenses and permits Student financial aid checks that are addressed to the originating campus Scholarship grants that will be handed to recipients Prepayment to San Diego Transit to purchase bus passes Prepayment to USPS to replenish postage meters Checks for prepayment payable to presenter, caterers and other contractors for district organized special events held at SDCCD. Checks requested by Human Resources such as computer loan, Medicare reimbursement to retirees, etc. Special handling request from the Board/Chancellor's office, Vice Chancellor, College President and Vice President Warrant No. For AP staff use only Amount	· -	he following warrants to be (Check the District Office (Notify me at Ph		
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