

## Cañada College Business Office

### Forms Naming Convention

(as of 06/15/2023)

Form Names	Naming Convention/Example
Athletic Conference Advance Form - PreApproval Check Request	<p>Last Name, First Name_Conference Start Date_YYYY_MMDD_Athletic_ConfPreApproval_Check Request</p> <p><b>Example:</b> <b>Smith,Jane_2023_0331_Athletic_ConfPreApproval_Check Request</b></p>
Athletic Conference Expense Form	<p>Last Name, First Name_Conference Start Date_YYYY_MMDD_Athletic_ConfExpense</p> <p><b>Example: Smith, Jane_2023_0331_Athletic_ConfExpense</b></p>
Change Order Requests	<p>Purchase Order Number_Vendor Name</p> <p><b>Example: P2300123_Pacific Dining</b></p>
Conference Advance Form - PreApproval Only	<p>Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfPreApproval_Only</p> <p><b>Example: Smith, Jane_2023_0331_ConfPreApproval_Only</b></p>
Conference Advance Form - PreApproval Check Request	<p>Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfPreApproval_Check_Requests</p> <p><b>Example: Smith, Jane_2023_0331_ConfPreApproval_Check_Request</b></p>
Conference Expense Form	<p>Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfExpense</p> <p><b>Example: Smith, Jane_2023_0331_ConfExpense</b></p>
ICA Authorization for Payment-One day event	<p>ICA Vendor Last Name, First Name_Event Date or Invoice Number_Encumbrance Number_Requestor Initials</p> <p><b>Example: ICA_Smith, Jane_2023_0530_E2300001_CS</b></p>
ICA Authorization for Payment-Period of time	<p>ICA Vendor Last Name, First Name_Start Date &amp; End Date or Invoice Number_Encumbrance Number_ Requestor Initials</p> <p><b>Example: ICA_Smith, Jane_2023_0501-0530_E2300001_CS</b></p>
Invoices	<p>Vendor Name_Invoice number_ Purchase Order Number - Requestors Initials</p> <p><b>Example: ABC, Inc._100023_P2300003_CS</b></p>

Form Names	Naming Convention/Example
Mileage Expense Claim Form	Last Name, First Name_YYYY_MMDD_Mileage <b>Example: Smith, Jane_2023_0531_Mileage</b>
Request for Petty Cash Reimbursement	Last Name, First Name_YYYY_MMDD_Petty Cash <b>Example: Smith, Jane_2023_0531_Petty Cash</b>
Request for Reimbursement	Last Name, First Name_YYYY_MMDD_Request for Reimb <b>Example: Smith, Jane_2023_0531_Request for Reimb</b>
Requisition (back-up)	Requisition Number_Vendore Name <b>Example: R2300001_ABC, Inc.</b>
Time Sheet for Overtime	Last Name, First Name_YYYY_MM_Overtime <b>Example: Smith, Jane_2023_0531_Overtime</b>
Time Sheet for CompTime	Last Name, First Name_YYYY_MM_CompTime <b>Example: Smith, Jane_2023_0531_CompTime</b>
Time Sheet for StraightTime	Last Name, First Name_YYYY_MM_StraightTime <b>Example: Smith, Jane_2023_0531_StraightTime</b>