

Cañada College Business Office

Forms Naming Convention

(as of 05/15/2025)

Form Names	Naming Convention/Example
Athletic Conference Advance Form - PreApproval Check Request	Last Name, First Name_Conference Start Date_YYYY_MMDD_Athletic_ConfPreApproval_Check Request Example: Smith,Jane_2023_0331_Athletic_ConfPreApproval_Check Request
Athletic Conference Expense Form	Last Name, First Name_Conference Start Date_YYYY_MMDD_Athletic_ConfExpense Example: Smith, Jane_2023_0331_Athletic_ConfExpense
Change Order Requests	Purchase Order Number_Vendor Name Example: P2300123_Pacific Dining
Conference Advance Form - PreApproval Only	Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfPreApproval_Only Example: Smith, Jane_2023_0331_ConfPreApproval_Only
Conference Advance Form - PreApproval Check Request	Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfPreApproval_Check_Requests Example: Smith, Jane_2023_0331_ConfPreApproval_Check_Request
Conference Expense Form	Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfExpense Example: Smith, Jane_2023_0331_ConfExpense
ICA Authorization for Payment-One day event	ICA Vendor Last Name, First Name_Event Date or Invoice Number_Encumbrance Number_Requestor Initials Example: ICA_Smith, Jane_2023_0530_E2300001_CS
ICA Authorization for Payment-Period of time	ICA Vendor Last Name, First Name_Start Date & End Date or Invoice Number_Encumbrance Number_ Requestor Initials Example: ICA_Smith, Jane_2023_0501-0530_E2300001_CS
Invoices	Vendor Name_Invoice number_ Purchase Order Number - Requestors Initials Example: ABC, Inc._100023_ P2300003_CS

Form Names	Naming Convention/Example
Mileage Expense Claim Form	Last Name, First Name_YYYY_MMDD_Mileage Example: Smith, Jane_2023_0531_Mileage
Request for Petty Cash Reimbursement	Last Name, First Name_YYYY_MMDD_Petty Cash Example: Smith, Jane_2023_0531_Petty Cash
Request for Reimbursement	Last Name, First Name_YYYY_MMDD_Request for Reimb Example: Smith, Jane_2023_0531_Request for Reimb
Requisition (back-up)	Requisition Number_Vendor Name Example: R2300001_ABC, Inc.
Time Sheet for Overtime	Last Name, First Name_YYYY_MM_Overtime Example: Smith, Jane_2023_0531_Overtime
Time Sheet for CompTime	Last Name, First Name_YYYY_MM_CompTime Example: Smith, Jane_2023_0531_CompTime
Time Sheet for StraightTime	Last Name, First Name_YYYY_MM_StraightTime Example: Smith, Jane_2023_0531_StraightTime
Budget Transfer Journal Voucher (JV) Description	Requestor's initials +(college code "3" for CAN)+ description of JV Example: LP3-Bdgt Xfer from xxxxxx to xxxxxx (enter program or acct numbers)
Procard Transfer Journal Voucher (JV) Description	Requestor's initials +(college code "3" for CAN)+ C# +Vendor name Example: LP3-C2500000 Office Depot For a PARTIAL amount transfer, e.g., transferring \$340 of a \$535 Office Depot transaction: Requestor's initials +(college code "3" for CAN)+ C# +Vendor name+ full amount of the transaction+ "partial" Example: LP3-C2500000 Office Depot \$535 partial