

**Cañada Business Office - Forms Naming Convention**  
**Effective 06/15/2023**

| 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<br><br><b>Example: Smith, Jane_2023_0331_Athletic_ConfPreApproval_Check Request</b> |
| Athletic Conference Expense Form                             | Last Name, First Name_Conference Start Date_YYYY_MMDD_Athletic_ConfExpense<br><br><b>Example: Smith, Jane_2023_0331_Athletic_ConfExpense</b>                                     |
| Change Order Requests                                        | Purchase Order Number_Vendor Name<br><br><b>Example: P2300123_Pacific Dining</b>                                                                                                 |
| Conference Advance Form - PreApproval Only                   | Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfPreApproval_Only<br><br><b>Example: Smith, Jane_2023_0331_ConfPreApproval_Only</b>                                     |
| Conference Advance Form - PreApproval Check Request          | Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfPreApproval_Check_Requests<br><br><b>Example: Smith, Jane_2023_0331_ConfPreApproval_Check_Request</b>                  |
| Conference Expense Form                                      | Last Name, First Name_Conference Start Date_YYYY_MMDD_ConfExpense<br><br><b>Example: Smith, Jane_2023_0331_ConfExpense</b>                                                       |
| ICA Authorization for Payment-One day event                  | ICA Vendor Last Name, First Name_Event Date or Invoice Number_Encumbrance Number_Requestor Initials<br><br><b>Example: ICA_Smith, Jane_2023_0530_E2300001_CS</b>                 |
| ICA Authorization for Payment- Period of time                | ICA Vendor Last Name, First Name_Start Date & End Date or Invoice Number_Encumbrance Number_Requestor Initials<br><br><b>Example: ICA_Smith, Jane_2023_0501-0530_E2300001_CS</b> |
| Invoices                                                     | Vendor Name_Invoice number_Purchase Order Number - Requestors Initials<br><br><b>Example: ABC, Inc._100023_P2300003_CS</b>                                                       |
| Mileage Expense Claim Form                                   | Last Name, First Name_YYYY_MMDD_Mileage<br><br><b>Example: Smith, Jane_2023_0531_Mileage</b>                                                                                     |
| Request for Petty Cash Reimbursement                         | Last Name, First Name_YYYY_MMDD_Petty Cash<br><br><b>Example: Smith, Jane_2023_0531_Petty Cash</b>                                                                               |
| Request for Reimbursement                                    | Last Name, First Name_YYYY_MMDD_Request for Reimb<br><br><b>Example: Smith, Jane_2023_0531_Request for Reimb</b>                                                                 |
| Requisition (back-up)                                        | Requisition Number_Vendore Name<br><br><b>Example: R2300001_ABC, Inc.</b>                                                                                                        |
| Time Sheet for Overtime                                      | Last Name, First Name_YYYY_MM_Overtime<br><br><b>Example: Smith, Jane_2023_0531_Overtime</b>                                                                                     |
| Time Sheet for CompTime                                      | Last Name, First Name_YYYY_MM_CompTime<br><br><b>Example: Smith, Jane_2023_0531_CompTime</b>                                                                                     |
| Time Sheet for StraightTime                                  | Last Name, First Name_YYYY_MM_StraightTime<br><br><b>Example: Smith, Jane_2023_0531_StraightTime</b>                                                                             |