

Next steps/approvers

Enter the necessary approvers and uncheck any steps that aren't needed. [Learn more](#)

<input checked="" type="checkbox"/>	STEP	NAME
<input type="checkbox"/>	Step 2 - Route to IT for review? (all technology & software)	Select Approver...
<input type="checkbox"/>	Step 3 - Categorical Program Assistant (review)	Select Approver...
<input checked="" type="checkbox"/>	Step 4 - Coordinator/Director (approval)	Student Life Josue Hernandez [Coordinator] (jahernandez@laspositasc
<input checked="" type="checkbox"/>	Step 5 - Assistant (review) (this step is required)	Student Life Yvette Nahinu [Executive Assistant] (ylnahinu@laspositasc

Un-check this step – ASB expenses do not use this

This should always be checked – select **Student Life** to route your form to the Student Life Coordinator

If your expense will involve IT, check the box and select the IT Manager (most requests won't involve IT)

Select **Student Life** for steps 4 and 5

Approvers of Step 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15 can not be specified by you and are not shown.

Confirmation

➔ Reviewed and approved

Disbursement Request Form initiated by Diego Munoz Arroyo (diego.munoz.arr@gmail.com)

➔ Next approvers

This form will be sent to the following people in this order:

- Step 4 - Coordinator/Director (approval) - Student Life | Josue Hernandez [Coordinator] (jahernandez@laspositascollege.edu)
- Step 5 - Assistant (review) - Student Life | Yvette Nahinu [Executive Assistant] (ylnahinu@laspositascollege.edu)

Approve this form

Press here to submit!