

CHECK REQUEST (For Clubs/Organizations Only) If amount is under \$50, use petty cash form.

TO: Director, Finance and Accounting

FROM:	INDEX:	ACCOUNT:
Print DATE:	_	
		Budget Administrator's Signature
	Club Officer	Club Advisor
Reviewed by the Director, Finance a	nd Accounting:	
Request check in the amount of:		\$
To be made payable to the order of:		
NAME:		
ADDRESS:		
CITY/STATE/ZIP:		
PURPOSE:		
CHECK NEEDED BY (DATE):		
Mail check to the above addre	ess	
Check to be released to:		
Other instructions:		

Office of Financial Services use only: Vendor @