



CHECK REQUEST

TO: Assistant Vice President, Financial Services

FROM: _____ INDEX: _____ ACCOUNT: _____

Print

DATE: _____

Budget Administrator's Signature

Club Officer

Club Advisor

Reviewed by the Assistant VP, Financial Services: _____

Request check in the amount of (\$250 limit not including travel): \$ _____

To be made payable to the order of:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PURPOSE: _____

CHECK NEEDED BY (DATE): _____

- Mail check to the above address
- Mail check to the above address with attached form **(INCLUDE DUPLICATE COPY FOR A/P)**
- Check to be released to: _____
- Other instructions: _____

**** PAYMENTS WILL NOT BE ISSUED WITHOUT PROPER SUPPORTING DOCUMENTATION ****

Office of Financial Services use only:
Vendor @ _____