

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

TO: Director, Finance and Accounting FROM: _____ INDEX: ____ ACCOUNT:____ DATE: Budget Administrator's Signature Club Officer Club Advisor Reviewed by the Director, Finance and 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 address Check to be released to: Other instructions: Office of Financial Services use only:

Vendor @