



Check Request Form

This form must be completed as directed and returned to the Budget Director(s). Checks will be made available in the Student Accounts office located in Hurby Hall. If you need the check mailed to an off campus address, please write the address in the lower right hand corner of this form.

Please plan ahead for check requests. Make a copy of all check requests submitted to the Budget Director(s). The Student Senate and Office of Campus Life are not responsible for lost check requests.

Please check the appropriate box:

- Purchase Statements must be attached.
- Reimbursement The original receipts must be attached.
- Cash advance The original receipts must be given to the Budget Director(s) within one week (7 days) or all subsequent check requests will be denied. The unreconciled amount will be billed to the RSQ treasurer.
- Transferring Funds Indicate the budget number the funds will be transferred **TO** under the "Make Checks Payable to."
- Deposit Turn all cash deposits into Student Accounts Office in Hruby Hall.

Date form was turned in: 12/12/13

Budget Number: 20-12341-2341

Club/Organization Name: Stapler Enthusiasts Club

Advisor Signature: (Print) Charles Gould (Sign) [Signature]

Treasurer Signature: (Print) George McGill (Sign) [Signature]

Amount of Check/Transfer: \$ 50.00

Make check payable to: full name of organization or person with student ID number if Aquinas student. If a transfer please include name of department and budget number.

name: Henry Heyl Student ID: 1234123

On/Off campus address: 123 Road Street
Grand Rapids MI 49506

Please list what the funds will be used for, be specific. Please include the title, date, and purpose of meeting/event at which funds were used) if applicable. For meetings where food is purchased, include a list of students in attendance. (Use back if necessary)

Cookies, hot chocolate, and Plates for Holiday Stapler Decorating Party on 12/6/13 in Regina Lounge. Attendees: Milton Waddams, Jennifer Chotchkie, Peter Gibbons, Henry Heyl, and Joanna Flair.