



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 RSO 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: ___/___/___

Budget Number: 20-_____-_____

Club/Organization Name: _____

Advisor Signature: (Print) _____ (Sign) _____

Treasurer Signature: (Print) _____ (Sign) _____

Amount of Check/Transfer: \$ _____

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.

On/Off campus address:

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