

STUDENT ORGANIZATION MONEY REQUEST

_____ Name of Organization
_____ Account name
_____ Account number
_____ Name of person requesting
_____ E-mail of person requesting
_____ Today's date
_____ What are you buying/paying (be specific)?

Check one:

- ☐ Credit Card
☐ Cash
☐ PO
☐ Check
☐ Reimbursement *
☐ Transfer money to another account
Account name & number transferring to: _____

\$_____ Amount needed

Fill out the following information on the vendor (person or company being paid):

_____ Vendor/company name
_____ Contact name
_____ Street address
_____ City, State, Zip
_____ Web site
_____ E-mail address
_____ Phone number
_____ Fax number

Money Request Procedures:

- 1 – Fill out this form
- 2 – Turn in to Crews ticket window
- 3 – Allow at least 3 days to process (if not more)
- 4 – A Purchase Order (PO) will be e-mailed to you
- 5 – Print off PO and take to business office with invoice and/or receipt from vendor to get credit card, cash, or check
- 6 – Make purchase
- 7 – Turn in credit card or change from money with all invoices and receipts for every purchase to the Business Office the next day and write the PO number on the invoices or receipts. No other request can be made until the previous purchase's receipts and invoices are turned in.

***NOTE:** If you are requesting a **REIMBURSEMENT**, there is another form that will need to be filled out before the money can be reimbursed. You will need to request this reimbursement form from the Student Life Office. Reimbursements are not the preferred way to pay for things. Every purchase should be run through "Business Portal" to be approved beforehand.