



## Student Organization Check Request Form

This form must be completed as directed and returned to the Budget Director. Checks will be made available in the Student Accounts office located in Hrubby 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. The Student Senate and Office of Campus Life are not responsible for lost check requests.

**AS OF MONDAY NOVEMBER 1, 2010, ALL CHECK REQUESTS MUST INCLUDE AN EVENT EVALUATION FORM. THE CHECK REQUEST WILL NOT BE PROCESSED WITHOUT IT.**

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### PLEASE CHECK THE APPROPRIATE BOX:

- |                          |                           |  |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | <b>Purchase</b>           | Statements must be attached.   |
| <input type="checkbox"/> | <b>Reimbursement</b>      | The original receipts must be attached.  |
| <input type="checkbox"/> | <b>Cash advance</b>       | The original receipts must be given to the Budget Director within one week (7 days) or all subsequent check requests will be denied. The unreconciled amount will be billed to the club treasurer. |
| <input type="checkbox"/> | <b>Transferring Funds</b> | Indicate the budget number the funds will be transferred <b><u>TO</u></b> under the "Makes Checks Payable To".   |
| <input type="checkbox"/> | <b>Deposit</b>            | Turn all cash deposits into Student Accounts Office in Hrubby Hall.  |

Date form was turned in \_\_\_\_/\_\_\_\_/\_\_\_\_

Budget Number 20-\_\_\_\_-\_\_\_\_

Club/Organization Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Amount of Check/Transfer \_\_\_\_\_

Make check payable to (include a phone number or on-campus extension): full name of organization or person, if this is transfer request, please include the department and complete budget number.

Money will be used for:

OFF CAMPUS ADDRESS

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***YOU MUST FILL OUT THIS ENTIRE FORM BEFORE IT CAN BE PROCESSED***