



Student Organization Check Request Form

This form should be completed as directed and returned to the Budget Director. Checks will be available in the Student Accounts Office in Hruby Hall unless requested otherwise. Call ahead to make certain your check is available for pick up. **If you would like the check sent through campus mail, please indicate that somewhere on this form.**

Please **plan ahead** for check requests. Please **keep a copy of all materials** submitted to the Student Senate Office. The Student Senate and Office of Campus Life are not responsible for lost check requests. ***FILL OUT THE ENTIRE FORM INCLUDING THE BUDGET NUMBER***

Please check the appropriate box:

- Purchases - statements must be attached
- Reimbursements - receipts must be attached
- Cash advance - receipts must be given to the Budget Director within one week or all subsequent check requests will be denied
- Transferring funds - please indicate below which budget line the funds are coming out of and which budget line the funds are going into
- Deposit - please indicate where you would like to deposit receipt to go, otherwise it will go into the club/organization mailbox located in the upper level of the Cook Carriage House

Date (date you turn in this form): _____

Budget Number: _____

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 budget number).

Money will be used for:

Where would you like the check sent?
Student Accounts Office
in Hruby Hall
Local or off-campus address

