

CHECK REQUEST (For Clubs/Organizations Only) If amount is under $50, use petty cash form.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TO: Director, Finance and Accounting | | | | | | | |  |
| FROM:  Print | | | | | | INDEX: | | ACCOUNT: |
| DATE: | | | | | | Budget Administrator’s Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Club Officer Club Advisor | | |
| Reviewed by the Director, Finance and Accounting: | | | | | | | | |
| Request check in the amount of***:*** | | | | | | | | $ |
| To be made payable to the order of: | | | | | |  | |  |
| NAME: | |  | | | | | | |
| ADDRESS: | |  | | | | | | |
| CITY/STATE/ZIP: | |  | | | | | | |
| PURPOSE: | | | | | | | | |
| CHECK NEEDED BY (DATE): | | | | |  | |  | |
|  | Mail check to the above address | | | | | | | |
|  | Check to be released to: | | |  | | | | |
|  | Other instructions: | |  | | | | | |
|  |  | | | | | | | |

Office of Financial Services use only:

Vendor @