

**Student Club/Organization
Payment Request**



Check ONE: CHECK CASH CREDIT

Payable To: _____

Address: _____ Need by: __/__/____
Street City State Zip

Description:

Amount:

Charge to: _____ Approved Amount: _____
Organization Budget Code

 Organization Treasurer Signature

 Collegiate Treasurer Signature

 Campus Life Signature Date

Delivery Method – Check One:

US Mail to Recipient	<input type="checkbox"/>
Campus Mail to Recipient:	<input type="checkbox"/>
Campus Mail to Other:	<input type="checkbox"/>
Hold in Business Office	<input type="checkbox"/>

NOTES:

- Approval order: Club/Organization Treasurer → Collegiate Treasurer → Campus Life
- Check requests are due on Wednesdays at 12:00pm to the Business Office in order to have a check on Friday of the same week
- Please make all payment requests NO LESS THAN two weeks in advance of event
- Collegiate Funds cannot be used for personal items or alcohol