

STUDENT ALLIANCE COUNCIL (S.A.C.)-CHECK REQUEST

TO BE USED TO GENERATE CHECKS TO COLLEGE VENDORS OR PERSONS OWED MONEY.

PLEASE DO NOT USE FOR PAYROLL ITEMS, TRAVEL REIMBURSEMENTS OR BUDGET CHANGES.

MAY BE USED FOR REIMBURSEMENT OF OTHER INCURRED EXPENSES.

MAKE CHECK PAYABLE TO / ADDRESS:
SOCIAL SECURITY NUMBER

IS THERE AN INVOICE ATTACHED?

YES

NO

CKR#(B/O USE)

INVOICE DATE:

INVOICE TOTAL:

P.O. NUMBER

DATE NEEDED

SPECIAL HANDLING INSTRUCTIONS:

ACCOUNT NUMBER TO CHARGE

FUND	DIV	DEPT	GRANT	G/L

AMOUNT

GRAND TOTAL:

PURPOSE OF VENDOR PAYMENT:

Club President:

Club Treasurer:

Club Advisor:

VP Student Life

INITIATED BY

DATE

sign & date

DEPARTMENT/BUDGET MANAGER APPROVAL

DATE

PLEASE ATTACH ALL INVOICES, RECEIPTS OR OTHER DOCUMENTATION. ALL CHECKS WILL BE SENT TO THE VENDOR FROM THE BUSINESS OFFICE UNLESS YOU PROVIDE SPECIAL HANDLING INSTRUCTIONS.

B/O/ APPROVAL

DATE

B/O POSTING BY:

DATE