

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 for Student Life: _____

		DEPARTMENT/BUDGET MANAGER APPROVAL	
INITIATED BY	DATE	<input style="width: 100%; height: 20px;" type="text"/>	DATE
<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>		<input style="width: 100%; height: 40px;" type="text"/>

OTHER DOCUMENTATION. ALL CHECKS WILL BE SENT TO
 AS YOU PROVIDE SPECIAL HANDLING INSTRUCTIONS.

		B/O POSTING BY:	
B/O APPROVAL	DATE	<input style="width: 100%; height: 20px;" type="text"/>	DATE
<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>		<input style="width: 100%; height: 40px;" type="text"/>