

**STUDENT ORGANIZATION
CHECK REQUEST FORM**

Please follow these instructions to ensure prompt payment

1. Tape **original** receipts (**copies, faxes, bank/credit card statements will not be accepted**) to a blank piece of paper and paper clip to this original form.
 2. An officer of the organization other than the payee must approve this request.
 3. Any request over \$500 requires the signatures of two officers.
 4. **Sales tax will not be reimbursed; there are tax exempt forms available.**
 5. Place all pages in the basket on the counter in the Dean's Suite (suite 215). Keep one copy of everything for your files.
 6. Incomplete forms will result in a delay in processing. Please make sure you complete all information on this form and attach all necessary paperwork.
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SBA Organization: _____

Acct No: 9 ____ - 18700_ - 7 ____ Amount Requested: \$ _____
Fund Organization - Account number

Payee name: _____

Payee Banner ID number: _____

Direct Deposit _____ (Make sure your bank account information is updated in MyWeb (Secure area, personal information, account information/Accounts Payable.)

Mailed to the payee (complete address where check should be sent):

If this is a new address you must go into myWeb (secure area, personal info., update address).

**If you want the check sent with an enclosure, please make sure to attach an extra copy of the enclosure.*

Explanation of Expense:

Officer's signature for approval: _____

Print Name: _____

Officer's signature: _____ / _____ (position)

Print Name: _____