UNIVERSITY of DENVER
STURM COLLEGE OF LAW

Student Organization Check Request Form

Please follow these instructions to ensure prompt payment:

1. Tape **original, itemized** receipts (**copies and 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. Any request over $500 requires the signature of two officers.
3. **Sales tax will not be reimbursed; contact Theresa Baker for a copy of the tax exempt certificate**.
4. Please fill out this form electronically.

Student Organization: _____

Person/Business to be paid: _____

DU ID or Vendor ID number: _____

Total amount requested: _____

Budget to be charged (FOAP): _____ _____

Fund (9xxxx) **Org (18700x)**

Explanation of expenses:

Check here if enclosure with check is required.

**Please make sure to attach an extra copy of the enclosure.*

Complete address where check should be sent:

**We encourage all faculty, staff, students, and vendors to enroll in Direct Deposit.*

**Address must be in Banner for a check to be sent. Students, faculty, and staff can add addresses in PioneerWeb (personal information). Vendors must provide a W-9.*

1st Officer's signature for approval: _____ **Date**: _____

Print Name: _____ **Position**: _____

2nd Officer's signature for approval: _____ **Date**: _____

Print Name: _____ **Position**: _____