



## Student Organization Check Request Form

*Please follow these instructions to ensure prompt payment:*

1. Include **itemized** receipts or invoices (**bank/credit card statements will not be accepted**).
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)

Statement of Business Purpose:

Who

Where

When

What

Why

**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 register here: [https://myweb.du.edu/mdb/du\\_bwfkvrw9.p\\_vendor\\_form](https://myweb.du.edu/mdb/du_bwfkvrw9.p_vendor_form)*

**1<sup>st</sup> Officer's signature for approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**2<sup>nd</sup> Officer's signature for approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_