



Check one:

Check to be picked-up

Please mail check to address above

\*\*\*Student Organization checks are issued on Tuesdays & Thursdays after 3:00 pm. Requests must be in Procurement Services no later than noon the day prior to Tuesday or Thursday. Receipts must be turned in no later than ten (10) days after a check has been issued. Future requests will not be paid if prior receipts are outstanding.

\*\*\*For purchases using the University Credit Card, all receipts must be returned with the card immediately after use. The card will be activated for use and blocked after use. Cards can be checked out through the Corporate Card Administrator, ext. 7349.

Club Officer Approval #1:

Advisor Approval:

Printed Name:

Printed Name:

Club Officer Approval #2:

Dean Approval:

Printed Name:

Printed Name:

Revised 5/29/18