

Select One: These funds should come from Approved SGA Grant Funds

These Funds should come from Fundraised funds



SOC Account Disbursement Request Form

(Student Use Only - Faculty/Staff requests should be entered on the My MU Portal.)

Request Type:

Check Request (complete below)

Corporate Credit Card Request (not to exceed \$500.00, if over, advisor will need to make the request via the My MU Portal)

Request Date:

SOC Account Name:

SOC Project Code:

Vendor Name:

Date Needed:

Amount Requested:

Requester Name:

Requester Phone Number:

Description of Purchase:

Business Purpose of Purchase:

Complete for Check Requests Only:

Check Payable to:

Mailing Address:

Date to Pay:

Accounts Payable Use Only. Vendor#:

Check one:

Check to be picked-up

Please mail check to address above

***Student Organization checks to vendors are processed through our third-party payment provider and mailed directly to the vendor each Thursday afternoon. Checks being made payable to students/faculty/staff will be available for pickup Thursday afternoons after 3:00pm. Requests must be fully approved in MyMU no later than noon Wednesday in order for the check to be mailed or made available on Thursday.

Complete for Corporate Card Requests Only:

Card should be Issued to (and picked up by):

Date for Card to be issued:

***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.

Form Process:

After completing this form, please return it to the Office of Procurement Services (in the center section of Horner) or email it to MUprocurement@methodist.edu. Once received, the Procurement Services office will key the information into the Jenzabar purchasing system and the approvers assigned to your club and organization will be required to approve electronically in the MyMU Portal. Sometimes it takes several days for all approvers to digitally approve so requesters are encouraged to submit this form well in advance to avoid unnecessary rush or hardship on the approvers. Special approval exemptions will not be considered unless an approval has been pending for more than 10 days. It is the responsibility of the student to ensure approvals are completed within the necessary time.

Requester Authorization:

By signing below you verify that you have filled out everything in this form as accurately as possible and you understand the process and limitations described above in the "Form Process" section.

Requester Signature:

Requester Printed Name:

Requester's position in the organization:

Date: