STUDENT FINANCE BOARD, PRINCETON CAMPUS
REQUEST FOR PAYMENT OF BILL (2009-2010)

Instructions: This document is for SGA-related bills / invoices that need to be paid. In order to be eligible for payment, the expense must have been previously approved by either the Student Finance Board or the Student Body Treasurer (in amounts not to exceed $250 per request, per event.) Incomplete paperwork may be returned or disregarded.

Name of organization (if applicable)  Treasurer (if applicable)

Date of request  Type of Request

Event or project name (if applicable)  Event or project date (if applicable)

Check is payable to (vendor name)  Amount of Check

Vendor tax identification or SSN number  Vendor street address

Vendor city, state and zip  Vendor phone

Description of bill / invoice

Conditions and Policy Acceptance
I, the undersigned, agree to be bound by the terms and conditions set forth in the Student Finance Board Constitution, By-Laws and Statements of Policy and Opinion and understand that failure to comply may result in loss of funding, revocation of approved budgets and discretionary funds, denial or rejection of requests for reimbursement, and / or loss of cash advance privileges. I also understand the Student Finance Board reserves the right to request removal of office proceedings according the Student Government Association Constitution and By-Laws if and when it deems an individual has dealt unethically or irresponsibly with the assets entrusted to his/her care.

Signature ________________________________________________________________   Date _______________________

______________________________  ____________________________
Signature  Date