

## SGA Check Request Form

Please place the **actual, fully completed check request** form in the **Check Request Bin**, located in the Office of Campus Life by **4:30 p.m. every Wednesday**. **Please staple all original receipts, invoices, or bills to the back of the form.** "Emergency Checks" will be issued at the discretion of the SGA Treasurer. If you have any questions or concerns please contact the Treasurer at x 5648.

Person Making Request:

Date:

Organization/Commission/Office:

Address:

Phone:

Event Title:

Event Date:

Description:

**Please check one:**

Internal Club Expense:      Spontaneous/Conference: \_\_\_\_\_      Campus Wide Expense: \_\_\_\_\_

Dollar Amount:

**Make Check payable to:**

Name:

Address:

Phone #:

Tax ID# or SS #:

**Signature's:**

Treasurer: \_\_\_\_\_

President: \_\_\_\_\_

Advisor: \_\_\_\_\_

Place in Club/Org Box: \_\_\_\_\_

|                               |                   |
|-------------------------------|-------------------|
| <b>FINANCE BOARD USE ONLY</b> |                   |
| Amount: \$ _____              |                   |
| Approved _____                | Disapproved _____ |
| Organization: _____           |                   |
| Liaison Signature: _____      |                   |

**\*No check requests may be submitted that totals under \$1.00**

**\*May 15<sup>th</sup> is the deadline for all check requests**