

REQUEST FOR CHECK FROM STUDENT ORGANIZATION FUNDS
Purdue University North Central-Westville, Indiana

All original receipts or invoices related to this expenditure must be attached to this form and given to the treasurer in order to process payment or reimbursement. All information and signatures are necessary to approve disbursement.

PAY TO: Vendor/Payee _____

Please print: Address _____

City,State,Zip _____

Name of Event/Activity _____ Date _____

Please explain how this expenditure supports the event/activity? _____

This certification line only needs to be completed if an individual is requesting reimbursement. I certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization.

Signature Date

STUDENT CLUB NAME: _____

PLEASE MARK ONE OPTION:

Hold for pick-up by date ___/___/___

Mail check to Vendor

<u>Invoice/PUID Number</u>	<u>Description of Expense</u>	<u>Amount</u>
Total Amount of Check		

We certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization and are approved for payment.

Approved-Treasurer's Signature Date Phone Number

Approved-Advisor's Signature Date Phone Number

Approved-Bursar's Office Date Phone Number

Please submit White Copy along with receipts or invoices to: Bursar's Office Swrz Hall Room #127 for processing. Treasurer-Please retain yellow copy with your financial records.