



# Cash/Check Form

To: Business Office

From: \_\_\_\_\_

(Name of Club/Organization)

Request Form

Deposit Form

Today's Date: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Request: Check: \_\_\_\_\_ Cash: \_\_\_\_\_

\*(over \$150.00 must be a check) \*

## Withdraw From:

Even Exchange

Student Government Association

(Account 11 2419 0140)

(Account 16 6380 4125)

Amount: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Purpose: *(Attach any supporting documentation, invoice, order form, receipts, etc.)*

\_\_\_\_\_  
\_\_\_\_\_

## Deposit To: *\*only revenue can go into the Even Exchange account\**

Even Exchange

Student Government Association

(Account 11 2419 0140)

(Account 16 6380 4125)

Amount: \$ \_\_\_\_\_

Source of Funds:

\_\_\_\_\_  
\_\_\_\_\_

Authorization: Club Advisor: \_\_\_\_\_

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

Director of Student Involvement: \_\_\_\_\_

Dean of Students (\$100 or more): \_\_\_\_\_