



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)5)

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: _____

Vice President of Finance: _____

Director of Student Involvement: _____

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