



Student Organization Cash/Check Request

To: Business Office

From: _____
(Name of Club/Organization)

Date: _____ Needed by: _____
(Date)

Request: Check: _____ Cash: _____
(Over \$150.00 must be a check)

Withdraw From:

- Student Government Association Open Account 16 6380 - _____
- Even Exchange Account 11 2419 0140
- Enactus Even Exchange Account

Amount: \$ _____

Check Payable to: _____

Purpose: _____
(Attach supporting documentation, Invoice, Order Form, etc.)

Distribution: _____
(Hold for pick up by club, mail out, etc.)

Authorization:

Club Advisor: _____

Club Treasurer: _____

VPSL (Over \$100.00): _____

Student Activities Director _____
(If not initialed by Director, this WILL NOT be processed)

****Please respectfully forward all signed copies on a timely basis***

**** All requests need to be turned in minimum of 2 weeks in advance****

4-week minimum for checks over \$500

6-week minimum for checks over \$1000