



### 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: \_\_\_\_\_