

CLUB/ORGANIZATION CHECK REQUEST FORM

Instructions:

1. Fill out form completely with accurate information.
2. Attach receipts, invoices, purchase orders, etc.
3. Obtain signatures from the Club/Org Advisor and authorized representative.
4. Submit form to the Office of Student Activities and Leadership Development (AHSC 218).
5. A copy of the signed form will be emailed to the requestor and sent to Accounts Payable for processing.

Checks are printed only on Tuesday and Thursday and require 10 days to process, so plan accordingly. Contact Elizabeth Ball with any questions: eqball@ccis.edu or 573.875.7403

Club/Org Information:

Name: _____ Account Number: _____
Example: 10-1100-xxxx-20850

Requested By:

Name: _____ Student ID: _____

Email: _____ Phone Number: _____

Check Information:

Make Payable To: _____ Student ID: _____
(Only Required for Payment to CC Students)

Address: _____ Date Required: _____
Month/Day/Year

Purpose: _____
Example: Transportation to St. Louis for Conference

Amount: \$ _____

Special Instructions: _____

Approved by:

Club/Organization Representative Month/Day/Year

Director of Student Activities Month/Day/Year

Club/Organization Advisor Month/Day/Year

Dean for Campus Life Month/Day/Year