



REQUEST FOR PAYMENT FORM

Check No. _____

Date _____

NOTE: THIS FORM IS TO BE USED FOR PAYMENT OF SERVICES RENDERED, MATERIALS PURCHASED ON CAMPUS, ON-CAMPUS TRANSFERS, ETC. THIS IS NOT A PURCHASE ORDER FORM. USE THE "REQUEST FOR STUDENT BODY PURCHASE ORDER" FORM FOR ALL MATERIALS TO BE PURCHASED OFF-CAMPUS. NEVER SUBMIT "REQUEST FOR STUDENT BODY PURCHASE ORDER" FORM AND THIS FORM FOR THE SAME ITEM OR SERVICE. SUBMIT COMPLETED FORM TO FINANCIAL OFFICE. ALLOW 48 HOUR FOR FINAL APPROVAL OF "REQUEST FOR PAYMENT."

Pay to _____ \$ _____

And charge to the account _____
for the attached bills or services

A check will not be written to coaches, police, officials, or supervision persons if a social security number _____ and a complete address _____ are not included. Thank you.

1. All expenditures must have organizational approval prior to submitting request for payment. Unless otherwise stipulated in the organization's constitution, all expenditures over \$25.00 must receive majority approval of the general membership. Expenditures under \$25.00 must receive three-fourths majority approval of all officers. No expenditure of student funds may be approved solely by a student officer or advisor.
2. All activities dependent upon Associated Student Body (ASB) funds must receive its students approval from the ASB Executive Board.
3. Verification of expenditure approval must appear in the organization's minutes which must be filed at the Activities Office within 14 days of the meeting.
4. All "Request for Payment" forms must be signed by an authorized student officer and faculty advisor.
5. All "Request for Payment" forms must receive final ASB Approval.

Signed _____
Organization Treasurer

Signed _____
ASB Treasurer

Faculty Advisor

Asst. Principal/Director of Activities

Approved by Officers _____

Membership _____

ASB Approval _____

Date of Minutes _____

Date of Minutes _____