



Request for Payment Form

Check No _____

Date: _____

Note: This PINK 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 BLUE "Request for Student Body Purchase Order Form" for all materials to be purchased off-campus. Never submit BLUE "Request for Student Body Purchase Order Form" AND this PINK form for the same item or service. Submit completed form to Financial Office. Allow 48 hours 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!

Social Security Number	
Street Address	
City, State, Zip	

1. All expenditures must have organizational approval prior to submitting request for payment. Unless otherwise stipulated in the organizational 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 by Organization Treasurer	
Signed by ASB Treasurer	

Faculty Advisor	
Asst. Principal/Director of Activities	

Approved by Officers _____ Membership _____ ASB Approval _____

Date of Minutes _____ Block Motion # _____