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# HOW TO SUBMIT A CHECK REQUEST

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## WHEN DO I USE A CHECK REQUEST?

- You will use a check request when your organization needs a check cut from your organization's University Account.

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## WHAT ITEMS QUALIFY FOR A CHECK REQUEST?

- Reimbursement of an org-related purchase out of pocket (an itemized receipt is required).
- Travel reimbursement (distance traveled must be shown via printout detailing starting and ending location).
- Membership/Dues (league or association fees, tournament fees, etc; invoice required).
- Stipends for provision of services (referee payment, speaker, etc.: invoice required).

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## PROVIDE THE OFFICE OF STUDENT INVOLVEMENT WITH THE FOLLOWING:

- Receipt or invoice
- Completed W-9 Form
- The Office of Student Involvement may request additional information.

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## CHECK REQUEST DEADLINE:

- The check request form deadline is Monday by 5:00 p.m. in order to process the check by the Friday of the same week.
- Ensure before turning the form in that the document is signed by an officer authorized to sign (treasurer or president) and ensure the organization has enough funds for the payment.