**HOW TO SUBMIT A CHECK REQUEST**

1. **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.

2. **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).

3. **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.

4. **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.