

department of student programs



REQUEST TO HAVE A CHECK DRAWN OR PAY TO

Request for payment of dues, fees, honoraria and subscriptions must be submitted to your adviser for proper transmittal. Attach a copy of the appropriate supporting documentation to the Pay To, otherwise a check cannot be issued. **A Pay To may not be used to purchase supplies or equipment.**

Present this completed request to your adviser. **Allow a minimum of one week for a check to be issued.**

CHECK AMOUNT

\$ _____

PAY TO: _____ Date _____

Person to be Paid _____ Organization _____

Address _____ Account & Natural Acct. _____

City/State _____ Country of Citizenship _____

Zip Code _____ Social Security Number _____

Explanation for Check _____

Date When Check is Needed _____

Disposition Instructions

(Check One)

Hold for pickup, LBC Suite G02

To be mailed

Requested by _____
Name Phone Number E-mail

Approved by _____
Student Organization Adviser

For Office Use Only	
Processed by _____	Date _____
Student Aide	

