

Request for Payment

Date: _____

Date Check Needed: _____
(Please allow at least two working days for checks to be prepared)

Club/Department _____

Make Check Payable To: _____

Address: _____

Items Received: _____

Amount of Check: \$ _____

Signature _____

Club Officer/College Official

Title

Mail check:

Will pick up check:

Please attach invoice, sales receipts or club minutes.