

All checks may take up-to 20 business days to process

Request for Payment Form

THIS FORM TO BE PROCESSED *ONLY* IN THE STUDENT LEADERSHIP & ENGAGEMENT CENTER
All appropriate fields must be complete to insure prompt payment.

Date: _____

Club Name: _____ Index Code: _____

Amount to be paid: \$ _____

Type of Payment:

- Cash Advance
- Cash Box
- Donation
- Honorarium – attach W-9 form and I.C.P.R.
- Pay Vendor – attach invoice
- Reimbursement – attach receipts
- Transfer funds to another campus account
- Travel (fill travel section out)

Pay to: _____ Phone #: _____ Email: _____

Bengal Card # for student / Social Security # for payment tonon-students _____

Address: _____

Explanation of Expenditure or Destination and Purpose of travel (please include quantities, prices, dates, etc.):

Travel:

Are you claiming gas? If yes, Car License #: _____ Number of Travelers: _____

Names of travelers other than yourself _____

Departure Date: _____ Return Date: _____ If Advance, Check Need by Date: _____

- Up to \$200 can be taken out on a cash advance. **Original detailed receipts required.** Receipts must be turned in 2 business days after the transaction occurs. Only 1 cash advance out per club at a time.
- Reimbursements over \$200 will have a check mailed. **Checks take 20 business days to process and mail.**
- Club members/advisors understand that they must disclose all family relationships between themselves/club advisors/officers and all payees on all financial documents prior to commitment or disbursement of any funds.

Two Authorized Signatures:

Print Name:

Phone #:

If you have any questions, please call 282-3596