

# 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 _____
<b>Student Aide</b>	

