



**Office of  
Student  
Engagement**

## **CLUBS AND ORGANIZATION CHECK REQUEST FORM**

DATE SUBMITTED: \_\_\_\_\_ DATE NEEDED (ASAP is fine): \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

PERSON SUBMITTING PAPERWORK: \_\_\_\_\_

EMAIL CONTACT: \_\_\_\_\_ PHONE CONTACT: \_\_\_\_\_

I AM REQUESTING (Please check one):

AN INVOICE BE PAID FROM OUR ACCOUNT

A REIMBURSEMENT FROM OUR ACCOUNT

THE ACCOUNT NUMBER IS: \_\_\_\_\_

THE NAME AND ADDRESS OF THE CHECK RECIPIENT IS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF A STUDENT, THE STUDENT'S ID NUMBER IS: \_\_\_\_\_

A BRIEF EXPLANATION OF THE REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Drop the completed paperwork off in the Office of Student Engagement, Kanbar 317.
- Please attach all receipts, invoices and relevant paperwork.
- The person submitting the paperwork will be contacted with any questions or issues concerning the request.