

Vendor Check Request

Please attach an original invoice to this request and make sure it has been *signed* by a club officer and your club advisor.

Date of Request: _____

Club Name: _____

Vendor Name: _____
Address: _____
Phone #: _____

Please attach a signed W-9 from the vendor.

Item(s) purchased and reason:

Please check one:

- I would like to pick up the check from the Student Life Office.
 I would like the check to be mailed directly to the vendor.

Amount: _____ Check needed by: _____

Club Funds: _____ Student Life Funds: _____

Club Approval:

Officer's Signature of Approval: _____
Phone #: _____ E-mail Address: _____

Advisor's Signature of Approval: _____
Phone #: _____

Office of Student Life Use Only

Student Life Liaison: _____

Club Acct#: _____ Student Life Acct. #: _____

Processed by Student Life Secretary: _____ Date: _____

Copies: Original- Business Office Yellow – Student Life Pink – Club

