

# REGISTERED STUDENT ORGANIZATION REQUEST FOR CHECK

Today's Date: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

RSO Name: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Check Should be Issued to: \_\_\_\_\_

What was purchased? (Be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why was it purchased? How does it relate to your RSO? (Be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Amount of Check to be Issued: \_\_\_\_\_

## Items to Remember:

- ★ Make sure to staple the original itemized receipts or invoices to the back of the form.
- ★ If multiple expenses are being reimbursed to 1 person, only 1 form needs to be completed. Make sure to attach all receipts and total all expenses on the form.
- ★ Receipts must be for purchases made during the current fiscal year.
- ★ Our policy states that we do not reimburse for any receipts dated more than 45 days from the date that they were purchased.

The Treasurer's signature below certifies that the above is a true and accurate statement of expenses incurred by a member of the Registered Student Organization:

Treasurer's Signature: \_\_\_\_\_

Treasurer's Printed Name: \_\_\_\_\_

For Office Use Only:

Notes: \_\_\_\_\_

Check #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_