REQUEST FOR CHECK FROM STUDENT ORGANIZATION FUNDS
Indiana University-Purdue University Fort Wayne

All original receipts or invoices related to this expenditure must be attached to this form and given to an organization funds officer in order to process payment or reimbursement. All information and signatures are necessary to approve disbursement.

PAY TO: Vendor/Payee
(Print)
Street Number
(Print)
City and State
(Print)

Name of Event/Activity Date of Event/Activity

Please explain how this expenditure supports the event/activity?

This certification line only needs to be completed if an individual is requesting reimbursement.
I certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization.

Signature of Individual Requesting Reimbursement

FOR TREASURER’S USE:

<table>
<thead>
<tr>
<th>Invoice/Customer Number</th>
<th>Description of Expenditure</th>
<th>Expense Code</th>
<th>Amount</th>
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Total Amount of Check $  

We certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization and are approved for payment.

Approved – Treasurer’s Signature Date Phone Number

AND

Approved – President’s or Advisor’s Signature Date Phone Number

Approved Bursar/Business Office Date

Please submit WHITE and YELLOW copy along with receipts or invoices to Bursar/Business Office for Processing.

01/20/05