

# Club Account Check Requisition

**USE THIS FORM TO SPEND THE MONEY IN AN MPC CLUB ACCOUNT**

**Name of Club:** \_\_\_\_\_

**\$ AMOUNT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PAYEE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PURPOSE** \_\_\_\_\_

\_\_\_\_\_

**Mail Check** \_\_\_\_\_ **Pick up Check** \_\_\_\_\_

**Contact when check ready** \_\_\_\_\_

**Only authorized students and club advisors are able to sign this check requisition. It is your club's responsibility to keep these signatures on file with the Fiscal Services Office.**

X \_\_\_\_\_

**APPROVAL OF AUTHORIZED STUDENT**

X \_\_\_\_\_

**APPROVAL OF AUTHORIZED CLUB ADVISOR**

**THIS SIGNATURE WILL BE OBTAINED AFTER THIS FORM IS RETURNED TO THE STUDENT ACTIVITIES OFFICE.**

X \_\_\_\_\_

**APPROVAL OF DEAN OF STUDENT SERVICES**

**(Staple Receipts Here)**

Instructions:

1. Fill out this form completely. Failure to provide all of the necessary information will result in delay.
2. Attach all original receipts and double check to be sure the total amount is correct.
3. Make a copy for your records.
4. Return completed form with receipts to the Student Activities Coordinator.
5. Allow one week for the check to be processed.
6. Checks can be picked up at the Fiscal Services Office located in the Administration Building.

(For Accounting use only)

Account	No.	Amount
_____		
_____		
_____		
_____		