

All checks take 20 business days to process

Request for Payment Form

THIS FORM TO BE PROCESSED ONLY IN THE STUDENT LEADERSHIP & ENGAGEMENT CENTER

All appropriate fields must be completed to insure prompt payment.

Date: _____

Club Name: _____ Index Code: _____

Amount to be paid: \$ _____ Type of Payment: _____

- ___ Cash Advance
- ___ Cash Box
- ___ Donation
- ___ Honorarium
- ___ Pay Vendor – attach invoice
- ___ Reimbursement – attach receipts
- ___ Transfer funds to another campus account
- ___ Travel (fill travel section out)

Pay to: _____ Phone # _____ Email: _____

Bengal Card # for student / Social Security # for payment to non-students _____

Address: _____

Explanation of Expenditure (please include quantities, prices, dates, etc.):

Travel :

Are you claiming gas? If yes, Car License #: _____ Number of Travelers: _____

Names of travelers other than yourself: _____

Departure Date: _____ Return Date: _____ **If Advance, Check Need by Date:** _____

- Up to \$200 can be taken out on a cash advance. Original detailed receipts required. Receipts must be turned in 2 business days after the transaction occurs.
- Reimbursements over \$200 will have a check mailed. Checks take 20 business days to process and mail.
- Club members/advisors understand that they must disclose all family relationships between themselves/club advisors/officers and all payees on all financial documents prior to commitment or disbursement of any funds.

Two Authorized Signatures: _____ **Print Name:** _____ **Phone #:** _____

If you have any questions about this form please call 282-3596