



# Student Account – Check Request Form

Date Submitted: \_\_\_\_\_ Acct. Name/Number: \_\_\_\_\_

Event/ What Funds Are For: \_\_\_\_\_

Date check needed for / to be mailed by: \_\_\_\_\_

**REQUEST MUST BE MADE AT MINIMUM – ONE DAY IN ADVANCE**

<b>Payee</b>		<b>Amount</b>	
<b>Address</b>			
<b>Memo (invoice # if applicable)</b>			

Other notes:

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\* Office Use \*\*\*\*

Date check mailed/ given to requestee: \_\_\_\_\_