



## Mid Valley Student Activity Fund Check Request Form

Date: \_\_\_\_\_ Name of Club: \_\_\_\_\_

- **Original invoices/receipts need to be attached. Failure to do so will result in request being returned to the advisor.**
- **Check processing will be 5-7 days after the request is received in the Business Office. Plan accordingly to avoid any issues you may have when needing a check processed by a certain date.**

### Payee Information

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Amount:

Invoice       Reimbursement       Donation       Award

Detailed description of Expenditure: \_\_\_\_\_

Payment Method:

Business office to Mail Check to Vendor       Return Check to Advisor

**\*All signatures MUST be obtained before submitting to Suzanne Buczynski in the Business Office for Payment\***

Club Advisor:	
Student Officer:	
Building Principal:	
Mr. Chad Vinansky: Supervisor of Student Services	