

Student Club Request for Payment

ORGANIZATION NO. 75 _____ CLUB/ORGANIZATION NAME _____

SUPPLIER ID (If Known) _____ Handling Code: _____

PAYABLE TO: _____

PHONE NO. _____ EMAIL: _____

STREET ADDRESS _____

CITY, STATE, ZIP _____ , _____

SOCIAL SECURITY NUMBER or EMPLOYER ID NUMBER _____
(Required)

FOR WHAT PURPOSE _____
(Payment will **NOT** be made unless accompanied by a Receipt)

CODE EXPENSE TO:

| Amount | Spend Category | Fund | Cost Center | Program | Location | "Other Worktag" Student Activity |
|-----------------|--------------------------------|------|-------------|---------|----------|----------------------------------|
| \$ _____ | Travel | 714 | 321 | P93400 | 01 | 75 _____ |
| \$ _____ | Food-NonTravel | 714 | 321 | P93400 | 01 | 75 _____ |
| \$ _____ | Non-Instructional Supplies | 714 | 321 | P93400 | 01 | 75 _____ |
| \$ _____ | Student Activity/ Club Expense | 714 | 321 | P93400 | 01 | 75 _____ |
| <u>\$ _____</u> | TOTAL | | | | | |

Organization Treasurer Date

Organization Advisor (Print name)

Organization Advisor Signature Date

| | |
|--------------------------------|-------|
| <u>For A/P Use Only</u> | |
| Inv# | _____ |
| Inv Date | _____ |

Please Email/Interoffice a signed copy of the Club Request form including the Organization No. to accountspayable@madisoncollege.edu for payment. Please choose delivery method below:

_____ MAIL CHECK TO ADDRESS LISTED ABOVE (Only if service is complete)

_____ SEND CHECK TO BRENDA FARRELL (STUDENT LIFE) FOR PICKUP