

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** _____

AUTHORIZED SIGNATURES

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 VP 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. Obtain the two "Authorized Signatures."
5. Return completed form with receipts to the Student Activities Office in the Student Center.
6. Allow one week for the check to be processed.
7. Checks can be picked up at the Fiscal Services Office located in the Administration Building.

(For Accounting use only)

Account	No.	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____