



Request for Payment

Student Organization: _____ **Date:** _____

Contact Regarding Request: _____ **Phone:** _____

Email: _____

Reason for Payment: Select from submitted Annual Budget.

- Club Meeting
- Recruitment
- Event
- Discretionary Funds (not specified in Annual Club Budget – must be voted on by ASCOCC)
- Miscellaneous: _____
- Description of what your club spent/planned on spending money on:

Payment Type:

Date/Time Needed: _____

- Reserve Visa (under \$500)
- Reserve Costco card (under \$500)
- Petty Cash (under \$50)
- Check
- Reimbursement

Payment Amount Needed: _____
Estimated amount / Exact amount
(Circle One)

Payment Made To:

- Sodexo (Attach an itemized list of the food you want from Sodexo. We will put in your order for you)
- Restaurant (purchase of alcoholic beverages will not be reimbursed)
- Outside Contractor (W-9 may be req.)
- Individual:
Name: _____
Address: _____

ATTENTION

Itemized receipts and/or invoices required for **all** payments and reimbursements. Payments will not be processed without required paperwork. Allow two weeks for processing.