



Official ASCOCC use only.
Initials _____

Request for Payment

Student Organization: _____ **Date:** _____

Contact Regarding Request: _____ **Email:** _____

Reason for Payment: Select from submitted Annual Budget.

- Meeting
- Recruitment
- Event
- Miscellaneous: _____
- Not specified in submitted Annual Budget, additional funding or budget change required. (The ASCOCC Council must approve Request.)*

Payment Made To:

- COCC Student
- COCC Staff
- Non-Student
- Sodexo
- Off Campus Vender: W-9 may be required.

Payment Method: _____ **Date Needed:** _____

- Check: invoice required (attach to this form).
- ASCOCC Visa (under \$500 per transaction): payment information required – vendor & items or services to be purchased (attach to this form).
- Purchase Order: estimate required (attach to this form).
- Costco Card & Check
- Reimbursement: original receipt required, payment & itemized receipts required for credit/debit card reimbursements (attach to this form).
- Petty Cash (under \$50 per transaction): original receipt required (attach to this form).

Costco requests must be received prior to purchase. Purchases require ASCOCC Costco Membership Card & ASCOCC Check under \$500 per transaction.

Check payable to: _____

Mailing Address: _____

Check Amount \$ _____

- Mail Check to address listed above
- Pick up check from ASCOCC

*****Payments will not be processed without all required paperwork attached. Allow 2 weeks for processing.*****