

Payee
Address

Date

Check one:

Hold

Mail

Approved for Payment (*signature required*)

Accountant

Please give a brief explanation of what payment is for:

To make a payment or receive reimbursements for expenses incurred on behalf of your organization, a *Club Cash/Check Request Form* must be completed and the appropriate receipts or invoices attached. For small advances, a description other reimbursements or advance payments, documentation, such as receipts, invoices, quotes, etc, must be attached.

If the payment is for a service provided by an indi can be made.

Payments to new companies/vendors will also require a signed W-9 before payment can be made. If you are not sure if a company has done business with the University before, you can contact Accounts Payable at 269-471-3343.

The club president and treasurer may authorize payments and reimbursements up to \$100. Any amounts over \$100 require the authorization of the club sponsor. v c nno o z y n o
(Sponsor should have their club president or treasurer sign their requests for informative and accountability purposes)

Reimbursements up to \$300 may be obtained in cash through the University Cashier (2nd floor, Ad Bldg), or as check from Accounts Payable. Any amounts over \$300 will be made only by check.

If you wish to pick up the check, please mark "Hold" and give name and phone number to call. Otherwise, payments will be mailed.