

Student Senate Check Request Form

Use this form to to arrange for payment to individuals or businesses when a Purchase Order or P-card is not required.
Check Requests received Monday - Friday are processed for the following Wednesday

PAYEE INFORMATION	
FULL (LEGAL) NAME:	SSN, EIN, EMPLOYEE OR VENDOR#
MAILING ADDRESS:	Attach complete IRS FORM W-9 for ALL Vendors http://wabash.edu/businessoffice/acc

EXPENSE DETAIL			
CLUB NAME	CODE	BUSINESS PURPOSE FOR PAYMENT: <small>(i.e. Supplies for ____, Travel to ____, Meals for ____, Food for ____ event) * Mileage rate \$.50/mile (not gas) * Attach Google Map printout * List names(s) of ALL travelers Meals-List names(s) of ALL in attendance</small>	AMOUNT
			\$
			\$
			\$
			\$
			\$
TOTAL CHECK AMOUNT			\$

ACCOUNTING CODES			
5240 Printing	5560 Equipment Rental	5630 Membership Fees	<small>For full listing see the AFC page for descriptions of each code.</small>
5320 Office Supplies	5571 Equipment Purchase	5635 Meals	
5410 Professional Services	5615 Hotel	5810 Travel	
5420 Speakers & Programs	5620 Entertainment	5640 Catering	

SIGNATURES/APPROVALS			
REQUESTOR NAME	REQUESTOR SIGNATURE	EMAIL	DATE
CLUBE TREASURER NAME	CLUB TREASURER SIGNATURE	EMAIL	DATE
STUDENT BODY TREASURER	STUDENT BODY TREASURER SIGNATURE	P-CARD OFFICE APPROVAL	
Max Von Deylen			

The signature of the Club Treasurer indicates that the Club Treasurer approves charges and that the charge are true and accurate, and are not more than the allocated and approved budget. The Requestor and Club Treasurer also acknowledge, by their signature, that the purchases adhere to the Financial Policy of the Student Senate and the Audit & Finance Committee.

CHECK HANDLING INSTRUCTIONS		
<input type="checkbox"/> MAIL - VENDOR ONLY	<input type="checkbox"/> HOLD FOR PICK-UP	Available at Business Office after 2:00 pm the following Wednesday
<input type="checkbox"/> E-CHECK (See Business Office)	<input type="checkbox"/> CAMPUS MAIL	

RETURN THIS COMPLETED AND SIGNED FORM TO:
Business Office - Center Hall

For Account Payable Use Only
Voucher # _____
Date: _____
11-05365-XXXX-00