

SBA Check Request Form

Advance Payment form must be submitted 2 weeks in advance of event, or any required deposits associated with event.

Student Organization(s) or SBA Committee(s) Hosting the event:

Name of Student Organization Treasurer(s) or Committee Chair(s):

Is this an Advance Payment or Reimbursement Request

Name of Event: _____

Event Date: _____

Vendor or Student Name: _____

Description of Items Purchased: _____

Check Payable to: _____

If the check is payable to a student, please provide 800#.

Total Advance Payment or Reimbursement Amount: \$ _____

Co-Sponsored Events

Student Organization: _____ Co-Sponsor Amount: \$ _____

Student Organization: _____ Co-Sponsor Amount: \$ _____

Individual picking up check from Business Office: _____

Please attach all invoices and receipts associated with this request to an email and follow the approval process below.

The student initiating this request will FORWARD this request, W-9, receipts or invoice and any other documentation to the student organization Treasurer for first approval.

Print and sign below

Student Org approval: _____ Date: _____

After Student Organization Treasurer or President (if Treasurer is being reimbursed) signs, please forward this request and all documentation to the SBA Treasurer.

SBA Authorized amount: _____

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SBA Treasurer approval: _____ Date: _____

After SBA Treasurer approves, please forward this request and all documentation to the Office of Student Affairs.

Student Affairs approval: _____ Date: _____

Student Affairs is responsible for printing this form and all accompanying documents and sending to the Business Office for processing.

Business Office approval: _____ Date: _____

Additional notes or comments: _____

If requesting advance payment

Vendor Information - W-9 required*
Itemized Invoice
Amount requested does not include sales tax
Identify person picking up check
Verify organization budget for sufficient funds

If requesting reimbursement

Vendor Information - W-9 required* or student name
Itemized original receipts with vendor name
Receipts showing payment & zero balance
Amount requested does not include sales tax
Identify person picking up check
Verify organization budget for sufficient funds

* Check 2022-2023 Vendor W-9 forms folder on SBA Engage page under "Documents"