Today's Date: ______________________

If Payable to Student or Employee:
Student or Employee ID #: ____________
Send Check to Campus Mailbox #: ____________

Payable to Name:
Person's Name (First, Middle Initial, Last) - No Nicknames

If Payable to Other:
Company Name - No Nicknames

Complete Mailing Address:
City, State, Zip

Name and Description of Event or Service Rendered:

Date of Event or Service Rendered: ____________

Name of Student Organization | Amount ($) | Account # (ASG Treasurer Use Only)
---|---|---

Total

Was This Request Approved by the ASG Finance Committee to be Deducted from One of the Following ASG Accounts?

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Surplus Fund</th>
<th>Speaker Fund</th>
<th>Date Approved by Finance Committee</th>
</tr>
</thead>
</table>

If Yes, Please Circle the Correct Fund

Request Was Not Approved to be Paid from Funds Listed Above, the Payment will be deducted from the Indicated Student Organization's Budget.

Signature of Person Submitting Request: ______________________
Print Name Legibly: ______________________

Email Address: @allegheny.edu
Date Approved: ____________

Special Handling (If Applicable)

Hold Check in Shultz for Pickup (Name of Person to Pick up the Check)
Send Check to a Different Mailbox (Name of Recipient)

Gillian Greene

Campus Mailbox #: _________