

Student Organization Check Request Form

Student organizations use this form to request a check to be printed from their on campus organizational account. It can also be used to initiate a journal entry to pay a department on campus. **Please type or print legibly**

Funding Source

Student Organization Name: _____

Account Number: _____ Amount: \$ _____

Payee Information

Check Payable To or JE: _____

Vendor Address (check) or Dept. Acct. # (JE): _____

City: _____ State: _____ Zip: _____

TU Student ID _____ or Federal Taxpayer ID/SSN _____

Justification

Reason for Expenditure: _____

Check Disbursement

Mail check to vendor address

Notify organization officer for check pick-up

Officer phone number or email: _____

Approvals

Name of Authorized Student: _____

(Please Print)

Student Signature: _____ Date: _____

Phone number or email address: _____

Student Involvement Representative or USO Advisor: _____

Staff Signature: _____ Date: _____

Guidelines for Completing a Check Request

Payee Information

Trinity University may be required to report to the IRS certain payments to individuals for services performed. Examples include payments to a band, comedian, or Trinity student for their services.

1. Enter the payee information as it should appear on the check including complete mailing address
2. Please provide the social security number or federal taxpayer ID for payments to individuals
3. Please provide a Trinity ID number for payments to students

Justification and Required Documentation

Please explain the reason for the payment.

- *Reimbursements* require credit card receipt or cash register receipt (no restaurant tear tabs) that includes the name of vendor, location, date, and dollar amount. For meals and entertainment, a list of attendees is also required.
- Payments to Vendors for *General Expenditures* – include an original invoice from the vendor

Reimbursements are issued in accordance with IRS regulations governing an accountable plan.

Please submit this form to the Student Involvement Office. Checks are generally available within ten business days.

Checks to vendors are issued & mailed on Wednesday & Friday. Checks payable to a student can be picked up in Student Financial Services.

Questions regarding required documentation can be directed to Accounts Payable at 7340.