



Student Life & Leadership Development

Submit check requests to your **CLUB LIAISON** two weeks prior to the date they are needed

Note: Checks are only available for pick up on Fridays.

TO: STUDENT LIFE

CLUB NAME: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

Please issue a check in the amount of \$ \_\_\_\_\_

Club **GL** funds: 09-000-00-235000-\_\_\_\_\_

Justification/Description (for use of funds/Club Event):

Is Event Publicized in NAVsync

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Approved by Club President/Date

\_\_\_\_\_  
Approved by Club Advisor/Date

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Check payable to: \_\_\_\_\_

Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number (if available)

W9 Attached? Yes \_\_\_ No \_\_\_ W9 on File? Yes \_\_\_ No \_\_\_ Employee/Student \_\_\_

**Check needed by:** \_\_\_\_\_

**Student Life Dept. Please call ext. \_\_\_\_\_ or cell: \_\_\_\_\_ when check is ready.**

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**THIS SECTION FOR STUDENT LIFE OFFICE USE ONLY**

Club funds have been verified and are available in the amount requested.

\_\_\_\_\_  
Student Life Department

Picked up by \_\_\_\_\_ . Please call ext. \_\_\_\_\_ when check is ready