

Procedure for Check Request Form

Check requests are used to withdraw funds from a chartered Student Organizations Account through reimbursement, payment directly to vendor, or advanced check.

1. A Check Request must be completed in full prior to any expenditure or disbursement from a student organization account, except in those instances where ASI is required to initiate a transfer as payment of unpaid campus debt.
2. All required paperwork must be submitted at least two weeks prior to date payment or check is needed.
3. All required signatures shall be on the Check Request form before it is submitted. The signatures on the check request will be compared to the signatures on the Student Organization Account Agreement Form. If signatures on the Check Request form do not match, the form will be returned to the submitter.
4. If the request is for **reimbursement**
 - The Check Request is to be completed in full, including “Date of Request”, Payee “Name and Address”, “Account Number” (“C” number), and a phone number of the individual submitting the request.
 - Receipt(s) showing payment must be attached. Receipts must match the items and totals listed on the line item portion of the Check Request Form.
5. If the request is for **payment directly to vendor**
 - The Check Request is to be completed in full, including “Date of Request”, Payee “Name and Address”, “Account Number” (“C” number), and a phone number of the individual submitting the request.
 - Invoice(s) showing amount due must be attached, Invoices must match the items and totals listed on the line item portion of the Check Request form.
 - A W-9 form from the vendor must be attached to the check request, if vendor has not done business on campus previously. Requests will be returned to the submitter if an applicable W-9 form is not attached (for vendors new to campus).
6. If the request is for **advanced check**
 - Check Request is to be completed in full, including “Date of Request”, Payee “Name and Address”, “Account Number” (“C” number), and a phone number of the individual submitting the request.
 - Price quote(s) or invoice(s) attached if available.
 - Advanced checks must be picked up at the **ASI Front Desk** located on the 2nd floor of the University Student Union (USU); they will not be mailed.
 - **30 days** from receipt of advanced check, receipt(s), and/or excess cash must be returned
 - If amount spent is less than the amount advanced, the remainder of funds must be deposited back into the Student Organization’s Account and the deposit receipt (obtained from cashier’s office) is to be submitted with all other receipts. Cash is returned by depositing funds into the Student Organization’s Account through the cashier’s office using the cash net code (the “K” number).
 - All receipts must be turned in to the ASI Front Desk located on the 2nd floor of the USU.
 - In the instance the event is cancelled, the funds must be deposited back into the account within 48 hours of original event date.

*For more information or questions please contact the ASI Budget Assistant at
(209) 667-3820 or ASIBudgetAssistant@csustan.du*