Procedure for Check Request Form

Check Requests are used to withdraw funds from a chartered Student Organization Trust Account through reimbursement, payment direct, or cash advance.

1. Check Requests must include the following items:
   - Club/Organization minutes and they must include: the amount being requested, who the check will be written to, and the vote results (i.e. approved, unanimous, etc.). Minutes must be signed and dated by the secretary and president of the Student Organization.
   - Typed and completed Check Request Form.
     - Including all required signatures
     - Account number (“C” number), provided by ASI Budget Assistant.

2. If the request is for reimbursement, additional items are required:
   - Receipt(s) showing payment must be attached. They must match the items and totals listed on the line item portion of the Check Request Form.
   - An address must be listed for the person to be reimbursed; the check will be mailed directly to the person at address listed.

3. If the request is for payment direct to vendor, additional items are required:
   - Invoice(s) showing amount due must be attached. They must match the items and totals listed on the line item portion of the Check Request Form and as approved in the Student Organizations minutes.
   - An address must be listed for the payment to be mailed; the check will be mailed directly to the vendor at address listed.

4. If the request is for an advanced check:
   - Attach a quote/invoice if available.
   - Must be submitted a minimum of two weeks prior to the event to ensure funds are received on time.
   - Funding may only be used for the items listed on the line item portion of the Check Request Form.
   - Check advances need to be picked up at the ASI Front Desk located on the 2nd floor of the university student union; they will not be mailed.
   - 5 days after the completion of the event, receipts 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
     - In the instance the event is cancelled, the funds must be deposited back into the account within 48 hours of original event date.

For additional information or questions please contact the ASI Budget Assistant at (209) 667-3823 or ASIBudgetAssistant@csustan.edu