## A.S.O. (ASSOCIATED STUDENT ORGANIZATION)/ STUDENT CLUB TRUST CHECK REQUEST VOUCHER



To Financial Services:			Voucher № 1701
Pay to the Order of:		Date:	_
Club/Organization:		Amount: \$	
Purpose:		Address:	
Date of Activity: Activity Request No:		Mail	Will Pick Up
Funding Source:	ASO Funds  Club Allocations		Club Funds
Account №: Account Name:			
Type of Payment Requested:	<u>Арр</u>	roval Signatures:	Approval Signatures:
☐ Cash Advance (a) Attach itemized Cash Advance Form (upon submission) (b) Original Receipt/s to be submitted to Cashiering (after) ☐ Reimbursement (Original Receipt/s Attached)	ASO Representative:  ASO Advisor:		Club Representative:
Direct Payment Invoice or Contractors (Contract Agreement Attached)			Club Advisor:
Check Number:            Dated:			
Received by: Print Name	Governing Board Designee:		Governing Board Designee:
Signature Date			