**STUDENT ACTIVITIES CHECK REQUEST FORM**

<table>
<thead>
<tr>
<th>Check Number:</th>
<th>Check Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order #:</td>
<td>DATE:</td>
</tr>
<tr>
<td>Invoice #:</td>
<td></td>
</tr>
<tr>
<td>G/L</td>
<td>Entity</td>
</tr>
</tbody>
</table>

☐ Contract 1099 (check if applicable)

**Payee:**
Checks to individuals other than payroll require a personal Expense Voucher, Travel Advance Form or an Agreement for Personal Services Form.

**Payee’s Address:**
Complete Address(include Apt. #) | Borough/City | State | Zip Code |

**Actual Check Amount:** $ | **Estimated Check Amount:** $ (Check box if applicable; insert estimated cost on the line provided above)

☐ Prepayment Required (Include Purchase Requisition, pro forma invoice/order form)

**Budget Name:** Club, Student Council, Athletic Entity, etc.  
**Category #:** (refer to category line item descriptor)

No’s 1 to 15

**Line Item:** (refer to category line item descriptor)

**Detailed Description:**

**Organization EIN #:** For Contract Use Only (W9 and resumes, biographies or CRV’s must be attached)

**Individual’s SS#:** For Payroll/Contract Use Only (Personnel Action Forms W4 or W9 must be attached)

☐ I attest that goods and/or services were received on ______________.  
(Supply Date)

**Event Title:** Title, Theme or topic name of event  
Ex: (“the Criminal Justice System – The John Jay Experience”)

**Event Date/Time:**  
**Event Location:**

**Authorized Signatures:** All signatures must be on file in the Accounting Office at the beginning of each fiscal year. (For New Clubs, the beginning of the semester).

<table>
<thead>
<tr>
<th>Individual Responsible for the Budget</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designee for the Student Activities Association</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

White: Accounting Office  Yellow: SD Budget Office  Pink: Student Council Treasurer  Gold: Student Activities Office or Departmental Director
## POLICY SD.021

### STUDENT TRAVEL ARRANGEMENTS

<table>
<thead>
<tr>
<th>As required by the Student Council/Association/SAA Chair/Officer</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

All documentation attached must be original. Event flyers, announcements, or memo stating reasons for event must accompany check request. All signatures must be by Club President or Club Treasurer or Association Director. Purchases require original invoices (no faxed copies). All checks will be mailed to the vendor.