



Date:\* \_\_\_\_\_

**CHECK REQUEST**  
 (All Fields *Bolded and Marked \** Are Required)

<b>Department/ Student Organization Name:*</b> Law Dean/	<b>Campus Box/Room Number:*</b> 901/ LS 351	
<b>Submitting Individual/ Student Name:*</b> Marla Bennett/	<b>Phone Extension:*</b> 5761	Vendor Number:
<b>Account Number/Object Code &amp; Amount:*</b>	Account Number/Object Code & Amount:	
Account Number/Object Code & Amount:	Account Number/Object Code & Amount:	
Account Number/Object Code & Amount:	Account Number/Object Code & Amount:	

Payee:\* \_\_\_\_\_

**Total Amount:\*** \_\_\_\_\_ **Email Address:\*** \_\_\_\_\_  
 (For foreign currency receipts, please see website for instructions)

**Permanent Address:\*** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Must Check One:*</b>
<input type="radio"/> Mail Directly
<input type="radio"/> Dept. Pick Up

<b>Please describe the expense or activity and how it relates to business:*</b>	
<b>Approver's Signature/Date:*</b>	<b>Financial Affairs Approval/Date*</b>
Andrew Piacun	
<b>Approver's Name (Please Print)*</b>	<b>Additional Finance Signature, if Applicable</b>
<b>President's Signature/Date*</b>	<b>Treasurer/Board Member's Signature/Date*</b>

**This form is valid for the following types of expenditures:** (1) Membership & Dues: (3079/4079), (2) Travel & Entertainment: (309\_/409\_), (3) Postage: (3042/4042), (4) Periodicals: (3045/4045), (5) Books: (3043/4043), (6) Honoraria: (3019/4019), (7) Professional Fees: (3080/4080), (8) Awards: (3071/4071), (9) Charitable Donations: (3073/4073), (10) Reimbursements of up to \$200 for nonrecurring purchases for reproduction, office supplies, computer supplies/software and repairs. **Original receipts must be submitted for receipts over \$25. Proper documentation must be submitted WITHIN 3 WEEKS AFTER THE EXPENSE WAS PAID OR INCURRED.**