

# ACH/Check/Transfer Request

Associated Students    Ancillary    Co-Curricular    Student Housing  
Foundation    Cafeteria    Sailing    CCCD Enterprises    IEC@OCC

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

1. ACH Payment *(ACH Enrollment Form required)*

2. Issue a Check

3. Transfer

in the amount of: \$ \_\_\_\_\_

**Payable to:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment for: \_\_\_\_\_

\_\_\_\_\_

*Please attach receipts/invoices/etc.*

From Account #: \_\_\_\_\_

To Account #: \_\_\_\_\_

Charge Account# \_\_\_\_\_

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

Hold

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor: \_\_\_\_\_

Approval: \_\_\_\_\_

*Advisor/Administrator*

