



Accounting Office – ASOCC Check Request/Account Transfer Form

Associated Students

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

Club Name \_\_\_\_\_

1. Please issue a transfer in the amount of: \_\_\_\_\_ Transfer from Account # \_\_\_\_\_

Transfer to Account # \_\_\_\_\_

2. Please issue a check in the amount of: \_\_\_\_\_ Charge Account # \_\_\_\_\_

Payable To: (Name and Address)

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

\_\_\_\_\_

Hold

Mail

\_\_\_\_\_

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

If "Payable To:" line is a student, please provide Student ID #

Club Officer Signature: \_\_\_\_\_

\_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_

Payment For:

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

\_\_\_\_\_

\*Student Services Administrator Signature

\_\_\_\_\_

\_\_\_\_\_

**Attach the following:**

1. Receipts/invoices/etc.
2. Proof of payment (cancelled check, credit card statement, bank statement, etc).
3. Completed ASOCC Club Minutes for Expenditures Approvals Form.
4. Presidential Approval if obtained.

Time Stamp:  
Staff Initial:

# ASOCC Club Minutes for Expenditure Approvals Form

Please submit this form along with the *Check Request/Transfer* form and original itemized receipt(s) within 30 days of purchase.

Club Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

This meeting was called to order by: \_\_\_\_\_

The following motions for club expenditures were made and approved:

Motion/Purpose	Payable To	Amount

Minute report prepared and submitted by club officer:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Club Position Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Club Advisor: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_

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