

# Vendor Check Request

**Please attach an original invoice to this request and make sure it has been *signed* by a club officer and your club advisor.**

Date of Request: \_\_\_\_\_

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

Vendor Name: _____
Address: _____
Phone #: _____
<b>Please attach a signed 2011 W-9 from the vendor.</b>

**Item(s) purchased and reason:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check one:**

I would like to pick up the check from the Student Life Office.

I would like the check to be mailed directly to the vendor.

Amount: \_\_\_\_\_ Check needed by: \_\_\_\_\_

Club Funds: \_\_\_\_\_ Student Life Funds: \_\_\_\_\_

<b>Club Approval:</b>	
Officer's Signature: _____	Date: _____
Phone #: _____	E-mail Address: _____
Advisor's Signature : _____	Date: _____
Phone #: _____	

## Office of Student Life Use Only

Club Acct#: \_\_\_\_\_ Student Life Acct. #: \_\_\_\_\_

Processed Date: \_\_\_\_\_ SL Initials: \_\_\_\_\_