

Contra Costa College
Student Life Disbursement Request

Associated Students Union – Student Clubs – Interclub Council – Student Ambassadors

- Cash Advance (receipt to follow)
 Authorization for Payment (receipt attached)

Name of Club: _____ Date: _____

Pay to: _____

Address: _____

Telephone Number: _____

Club GL# 71-91-701051-_____ -54300

ASU GL# 71-92-701051-_____ -54300

Description of Items or Services	Amount
Amount	

*Completed Check Requests submitted by 12:00PM (Noon) on Monday will be available for pick up the following Monday.

Club Officer Signature: _____ Title: _____

Advisors Signature: _____ Date: _____

(If requisition comes from a club the signature of the Club Advisor and the Student Life Center Supervisor is required)

Student Life Center Supervisor: _____ Date: _____

Dean of Student Services: _____ Date: _____

Business Office Use Only:	
Date Received: _____	Date Paid: _____
Check Number: _____	Initials: _____

Account Information

Name of Organization: Official club name.

Source of Funds or GL: This is your club General Ledger number. If the money is coming from your account then you need to write down the number here.

It will contain:

71-92-701051-_____ - 48899/54300

Payment Instructions:

Include the name and address of where the funds are going.

If the payment is for a DJ or lecturer you must see your advisor or Jennifer for the correct form.

Incomplete forms will be returned and cause a delay in payment.

Description of Items/Services

Write out a description of the item being paid for. Be as detailed as possible.

If asking for reimbursement, a detailed original receipt must be attached.

Signatures

Club Officer: Only designated club officials may sign this form. This officer must be one of the authorized names listed on the "Account Agreement/Signature Form"

Advisor: An organization advisor must sign the form. This advisor must be one of the authorized names on the "Account Agreement/Signature Form".

Student Life Center Supervisor: The ICC Advisor must sign all check request forms.

General

Allow at least 10 working days to process the check request form.

This form will not be processed unless you have sufficient funds in your account.

Required Attachments

This form will not be considered unless it has a copy of the official minutes from the club meeting where expenditure of the funds was approved.

Club Status

You will not have access to your account unless you are an active, official club, recognized by the ICC and ASU as upholding the obligations of a club as stated in the ICC Bylaws.