

CLUB CASH/CHECK REQUEST FORM

ANDREWS UNIVERSITY, Berrien Springs, MI

Payee _____

ID# _____ Date _____

Address _____

Club Name:

Club Acct #:

Check one:

Hold

_____ (give name and phone # to call)

Mail

Approved for Payment (*signature required*)

Sponsor/President/Treasurer

Accountant

Information you want on check stub (15 characters max):

| Check Amt |
|-----------|
| |

Please give a brief explanation of what payment is for:

| | |
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| | |
|--|--|

Instructions for Club advances and reimbursements:

To make a payment or receive reimbursements for expenses incurred on behalf of your organization, a *Club Cash/Check Request Form* must be completed and the appropriate receipts or invoices attached. For small advances, a description of what the funds are for is sufficient (the club treasurer should keep documentation for these small advances). For all other reimbursements or advance payments, documentation, such as receipts, invoices, quotes, etc, must be attached.

If the payment is for a service provided by an individual, a signed W-9 must be completed and turned in before payment can be made.

Payments to new companies/vendors will also require a signed W-9 before payment can be made. If you are not sure if a company has done business with the University before, you can contact Accounts Payable at 269-471-3343.

The club president and treasurer may authorize payments and reimbursements up to \$100. Any amounts over \$100 require the authorization of the club sponsor. **The "Payee" cannot authorize a payment to themselves.** (Sponsor should have their club president or treasurer sign their requests for informative and accountability purposes)

Reimbursements up to \$300 may be obtained in cash through the University Cashier (2nd floor, Ad Bldg), or as check from Accounts Payable. Any amounts over \$300 will be made only by check.

If you wish to pick up the check, please mark "Hold" and give name and phone number to call. Otherwise, payments will be mailed.

ANDREWS UNIVERSITY WILL NOT ISSUE A CHECK FOR PAYMENT OF SERVICES OR TO AN INDIVIDUAL OR OTHER NON-INCORPORATED ENTITY UNTIL A SIGNED W-9 FORM HAS BEEN PROVIDED.