



# College Council & Cultural Funds CHECK REQUEST

- **Requester:** Complete the entire form( including the name and email of the Advisor/Budget Manager) then forward the completed form and receipt(s) to the Advisor/ Budget Manager for approval.
- **Advisor/Budget Manager:** Review the check request and back-up documents, then email the documents and a statement of approval to [as.rsobanking@sdsu.edu](mailto:as.rsobanking@sdsu.edu).

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

Name to Whom the Check is Payable (Payee): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Payee Phone (include Area Code): \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Organization/Affiliation: \_\_\_\_\_

Purchase Order # (if applicable): \_\_\_\_\_ Invoice # (if applicable): \_\_\_\_\_

Delivery Method: ☐ Mail ☐ Pick-up: Name \_\_\_\_\_

Expense Purpose (For food, entertainment, clothing, please explain who received the benefit, with a list of recipients where these expenditures occurred). If the space below is insufficient, please include a separate Word document.

## A.S. ACCOUNTING USE ONLY

- ☐ Update Address  
☐ Budget Checked

Account Number / Line Item Code  
X - XX - XXX - XXXX

\$ Amount

_____	_____
_____	_____
_____	_____
_____	_____
Total \$	_____

Expense Description: \_\_\_\_\_

Requester's Name (please print): \_\_\_\_\_

Requester's E-mail Address: \_\_\_\_\_ Requester's Phone \_\_\_\_\_

Advisor/Budget Manager's Name (please print): \_\_\_\_\_

Advisor/Budget Manager's E-mail Address: \_\_\_\_\_

Advisor/Budget Manager's Signature (required for in person submission): \_\_\_\_\_