INDIANA UNIVERSITY

OFFICE OF STUDENT ORGANIZATION ACCOUNTS

Bloomington

STUDENT ORGANIZATION ACCOUNTS

Indiana University, Bloomington, Indiana

CHECK REQUEST

Pay to: **(1)** *The Kroger Company* Date of Request: **(2)** *5/1/2008* Request No.: **(3)** *1*

Address: *P.O. Box 305099*

Nashville, TN 37230-5099

For: **(4)** *Food-Little 500 picnic*

Invoice: **(5)** *456789*

123456

Amount: **(6)** *$15.96*

8.72

Total: **(7)** *$24.68*

Organization Name: **(8)**

SOA use only:

Check Number: _____ Approved by: _____ Date Paid: _____

Treasurer Approval: **(9)** *John Doe*

Advisor Approval: **(10)** *Tom Jones*

INSTRUCTIONS TO COMPLETE A CHECK REQUEST

1. Enter complete name and address of company/person to be paid. If check is to be picked up, mark address as "**PICK UP".**
2. Enter the date you complete the check request.
3. Enter the request number beginning with number 1 on first request written for the new year and maintained in numerical order.
4. List a brief description of item purchased.
5. Enter the invoice number taken from receipt or invoice provided by merchant or date of purchase if no number is available. This is necessary to ensure proper payment of your purchase. Write "reimb" in this space if an individual is being reimbursed.
6. Enter the amount of invoice to be paid.
7. Enter the total of amount of check request.
8. Provide the organization name.
9. Treasurer's signature.
10. Advisor's signature.

After you have completed the check request, attach invoice or other supporting documents and turn in to the SOA office within three days of purchase. Send or bring your request to the SOA Office, Franklin 002.