

Student Organization Accounts

Log Out

MEN'S LACROSSE CLUB

Statements Payment Requests

Pay To:
Address:

City:
State:
Zip Code:
Total Amount:
Transaction Date:
Delivery Method: Mail Pick Up
Payment Type: Invoice Payment
 Reimbursement
 Payment for Service
 Multicard Payment
 Advance Check
 Transfer
Expense Type:
Invoice #:
Description:

Authorization

Treasurer:

 I hereby request funds be withdrawn from my organization's account to process this payment.

- The Advisor will receive an e-mail prompting him/her to log-in and approve/deny once the Treasurer successfully approves. The request status will change from 'New' to 'Pending'.

Advisor:

 I hereby approve the withdrawal of funds from this organization's account to process this payment.
 I do not approve this transaction at this time.
 I will not approve this request.

- The Treasurer will receive an e-mail reminding him/her to bring in documentation once the Advisor successfully approves the request. The request status will change from 'Pending' to 'Advisor Approved'.
- The payment will be issued once SOA has all documentation for the Payment Request.
- The Treasurer will receive an e-mail when the payment has been issued. The request status will change from 'Advisor Approved' to 'Paid'.