

Perkins Student Association  
Check Request Form

Group Name:	Date Requested:
Name of Person Requesting Check:	
SMU ID#:	
Email Address:	

Name of Event (if applicable):	Date of Event:
Check Payable to:	Amount Requested:
BRIEF Description of How Money was Spent:	
Objectives Accomplished with Event:	

Students Present: \_\_\_\_\_ Faculty/Staff Present: \_\_\_\_\_ Friends of Perkins: \_\_\_\_\_

Organization Treasurer's Printed Name & Signature (if applicable):

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Please attach original receipt(s), purchase request form, or other supporting documentation and return to the mailbox of Barbara Taylor (barbarat@smu.edu) by 5pm on Wednesdays. Checks will generally be issued within one week of receiving a completed form. Failure to provide the necessary documentation may result in a delay in the process.

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**TREASURER'S USE ONLY**

SMU Check Request #	
Processed and Submitted to Accounting	
Entered into Spreadsheet?	