

Perkins Student Association Check Request Form

Please Complete the Following:

Date of Event: _____

Name of Organization: _____

Name of Person Requesting Check: _____

Amount of Request: _____

Email: _____

Check Payable To: _____

Brief Description of how money will be spent: _____

Objectives Accomplished:

Students Present: _____ Faculty/Staff Present: _____ Friends of Perkins: _____

Organization Treasurer's Signature: _____

Please attach original receipt(s), purchase request form, or other supporting documents and return to the mailbox of **Maribel Vazquez**, PSA Treasurer by **5:30** on the **Tuesday** of each week. 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.

For PSA Treasurer's Use Only:

Check Number: _____

Disbursement Date: _____

Budget Account: _____