

Perkins Student Association
Check Request Form

Group Name:	Date Requested:
Name of Person Requesting Check:	
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):

Please attach original receipt(s), purchase request form, or other supporting documentation and return to the mailbox of Sandy Heard 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.

TREASURER'S USE ONLY

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