

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):

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.

TREASURER'S USE ONLY

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