The CHECK REQUEST FORM asks the Office of Business and Finance to write a University check on behalf of a student organization to cover expenses. **This form is essential to bill processing.**

There are a few transactions which do not require a check request form. In the following cases, simply obtain the signatures of both the Senate Treasurer and Finance Chair on the original bill or invoice, make the entry in your ledger, and the bill will automatically be paid:

*Telephone bills
*Alfred Pharmacy purchases
*Student Activities bills for photocopies
*AU Bookstore purchases
*Motor-pool transactions
*Dining Services bills

How to fill out this form

1. Fill in the *Date* in the upper left corner.
2. The *Department* line should read
   "Student Senate/ [your organization]"
3. Your *Account Number* is the number assigned to your organization. It will look like this:
   "77-79-[your 2-digit suffix]"
4. The *Make Check Payable to* section requires the name and mailing address of the recipient. This address is the only location to which the check will be mailed; it must be correctly entered.
5. The *Department Head* section is signed by the person responsible for spending your organization's funds (your treasurer, president, or advisor).
6. Give a brief *Explanation* of what the funds were spent for in the space provided.
7. A dollar *Amount* in the right hand column must correspond to each *Explanation*.

** It is possible to enter several items on one check request form so long as all funds are being paid to the same address.

The TRANSFER FUNDS REQUEST FORM formally requests that funds from one organization or University department be transferred to another. In other words, it allows the Office of Business and Finance to reallocate funds internal to the University. The form is most often used in co-sponsoring situations where one organization is reimbursing another.

When filling out this form…

1. Make sure that both account numbers are correct and clearly legible.
2. Three signatures are required for regulated organizations:
   *the person responsible for spending your organization's funds (your treasurer, president, or advisor).
   *the Senate Treasurer
   *the Senate Finance Chair

It is encouraged that the recipient organization also sign, but this is not required.

The TAX-EXEMPT FORM is simple to use, but very important because *the University will not pay for tax or reimburse a student for money spent on tax.* This form negates the sales tax for all University-oriented purchases. Simply show it to the retailer at the time of purchase.

The DEPOSIT SLIP helps organizations keep track of deposits and helps the Office of Business and Finance process deposits more easily. This form is not required for most deposits, but it is valuable for keeping club finances organized, especially with large deposits from multiple sources. (Remember that the account number suffix changes for deposits.)

The BUDGET CHANGE REQUEST FORM must be completed and submitted to the Finance Chair if you are planning to use your money for something other than what it was originally designated for.
Example: You are spending less money on office supplies so that you can use it for bringing in a speaker.

The ROLLOVER REQUEST FORM must be completed and submitted to the Finance Chair at least a week before the spring Finance Hearings if you are planning on keeping leftover money in your account to use the next year.