



Mid Valley Student Activity Fund Check Request Form

Please submit request form the Building Principal for approval.
Original invoice and/or receipts must accompany this form.

Date: _____ Name of Club: _____

Event/Activity for which Expenditure is being made: _____

Payee Information

Check Payable to: _____

Address: _____

Phone: _____

Amount:

\$

Attach ALL invoices

Invoice

Reimbursement

Donation

Award

Detailed description of Expenditure: _____

Payment Method:

Business office to Mail Check to Vendor

Return Check to Advisor

Signatures:

Club Advisor:

Student Officer:

For Office Use Only:

Building Principal Approval: _____

Date: _____

Date Check Processed: _____

Check #: _____