

## CHECK REQUISITION INSTRUCTIONS

### Student Organization Account Check Requisition Procedures

1. Checks are issued every Tuesday and Thursday
2. New Vendors (first time payee) ALWAYS require a completed Payee Data Record form, completion takes of the form takes about 10 business days.
3. It will take University accounting about 10 business days to process and issue a check.
4. Please take this processing timeline into account when submitting your organization's check requisitions.

### Student Organization Account Check Requisition Instructions

1. Fill in your **Organization Name** and **Date**
2. Fill in the **Payable to** section with the full name, address, and telephone number of the person/ organization you are paying.
3. Select whether you want to **Mail the Check** or **Pick up the Check** when it's been issued.
4. Select the **Type of Expense** from the following options:
  - a. Payment with Invoice
  - b. Reimbursement with Original Receipts
  - c. Other
5. Fill in the **Fund and Program** section with your (**Student Organization account number, KXXXX.**)
6. Fill in the **Amount** and make sure the box corresponds to the correct expense account
7. Calculate and fill in the **Total Amount Requested**
8. Fill out the **Purpose of Request**.
9. Attach appropriate supporting documentation which can include:
  - a. Copy of CSI approved Event Registration Form for event
  - b. Original sales receipt
  - c. A flier if it is for an event
  - d. Copy of a sign-in sheet or list of attendees for the event (if there's food)
  - e. A Completed **Payee Data Record form** if it is a new vendor/individual, you will be paying for the first time.
    - i. Please provide Amanda Maldonado (amaldo95@calstatela.edu) the vendor/payee's full name and email address to initiate the form.
  - f. For **missing documentation**, you will need to provide a memo signed by your student organization advisor stating why the supporting document was not available.
10. Both the organization **president and treasurer** must sign and date the Check Requisition (**Signatures must match the signature form on file**)
  - a. Your advisor's signature is required if the reimbursement is for the president or the treasurer.
  - b. **The individual to whom the check is being made out to may not sign the same check requisition.**

**RECOGNIZED STUDENT ORGANIZATION CHECK REQUISITION FORM**

Student Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

Check to be made **payable to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Expense:

Payment with Invoice

Reimbursement with Receipts

Other

Check One:  Mail Check  Pickup Check

**Check Distribution**

Amount	Description	Account	Fund	Dept	Program	Budget Year	Amount
				784000		2024	

**Total Amount Requested:** \$ \_\_\_\_\_

*(If Applicable)*

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_ BEO #: \_\_\_\_\_

Purpose of Request (ex: reimbursement, travel, honorarium, etc.):

Student Organization Authorization:

President: \_\_\_\_\_  
Signature Date

Advisor: \_\_\_\_\_  
Signature Date

Treasurer: \_\_\_\_\_  
Signature Date

ASI Authorization:

ASI Staff: \_\_\_\_\_  
Signature Date

