



Account Number

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Sub-Account Number

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Date (mm/dd/yyyy)

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Check Request Form

Student Organization Finance Center

Texas A&M University

Mail Stop 1236

College Station, TX 77843-1236

Student Organization Name:

Voucher #:

E

Federal ID# (or) Social Security # (or) UIN#

- Processing will take one business day except when there are vendor problems incomplete expenditure form, payments to foreign nationals, or other problems not in our control.

Pay To: (Name, Address, City, State, ZIP)

- ORIGINAL ITEMIZED RECEIPTS** must be attached for all expenditures.
- Officers and Advisors may not sign for their own personal reimbursement.
- Shaded areas are required fields.

Phone#

Description of Goods or Services

Object Code

AMOUNT

Clothing

5756

Food

4015

Please Mail Check for Us

Items for Resale

6911

Pick Up Check At SOFC

Membership

5211

Direct Deposit(non-employee)

Office Supplies

4017

Other Expenses

6337

Payment for Services & Other Income

5453

Rent

5880

Travel

3420

Utilities

5025

I certify that this money is to be used as outlined above and that **NO ALCOHOLIC BEVERAGES** are included in this purchase.

TOTAL

Sign and Print Name of Student Organization Officer

Phone Number

Benefit to Organization:

Date

Faculty/Staff Advisor Signature

Date

Is the individual receiving the benefit a U.S. citizen or legal permanent resident?

Additional Signature(s) as referenced on signature request form.

Date

Yes:

No:

<input type="checkbox"/>
<input type="checkbox"/>

If no, please attach a copy of your Visa/Passport.

SOFC Notes:

Privacy Policy "State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."