

SOFC Check Request

Student Organization Name:

SOFC Use Only

Account Number Sub-Account Date (mmddyyyy)

<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
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E-Doc #	<input style="width: 100%; height: 18px;" type="text"/>
Voucher #	<input style="width: 100%; height: 18px;" type="text"/>
Ticket #	<input style="width: 100%; height: 18px;" type="text"/>

Payee Information

Make Check Payable-to (information required)

Individual or Business Name:
Phone Number:
Mailing Address:

Select one

Mail to Payee Address

Pick up at SOFC

Direct Deposit

TAMU Affiliation and Travel Authorization

TAMU Student*

TAMU Employee*

Not Affiliated

***UIN # if Affiliated**

<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>	<input style="width: 100%; height: 18px;" type="text"/>
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Travel Form Password
(Required for travel more than 25 miles from College Station)

<input style="width: 100%; height: 18px;" type="text"/>	-	<input style="width: 100%; height: 18px;" type="text"/>
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Payment Information

Statement of purpose and benefit to the organization:

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

Student Organization Leader Signature	
Phone:	Date:
Faculty / Staff Advisor Signature	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

Description	Object Code	Amount
Travel	3420	
Food	4015	
Office Supplies	4017	
Utilities	5025	
Membership	5211	
Services & Other Income	5609	
Clothing	5756	
Rent	5880	
Other Expenses	6337	
Items for Resale	6905	
	Total	

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 the 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."

SOFC Notes: