SOFC Check Request			
Student Organization Name:			SOFC Use Only
			SOI C USE ONly
Account Number Sub-Account Date (mmddyyyy)		E-Doc #	
		Voucher #	
Ticket #			
Payee Information			
Make Check Payable to (information required)		TAMU Affiliation and Travel Authorization	
Individual or Business Name:		TAMU Student*	
		TAMU Employee*	
Phone Number:		Not Affiliated	
Mailing Address:			
Maning Address.		*UIN # if Affiliated	
Select one Mail to Pay	ee Address	Travel Form Password	
Pick up at SOFC		(Required for travel more than 25 miles from College Station)	
Direct Deposit (Will Default at Vendor Request)		-	
Payment Information			
Statement of purpose and benefit to the organization:			
I certify that this money is to be used as outlined and <b>NO</b>		Description	Object Code Amount
ALCOHOLIC BEVERAGES are included in this purchase.		Travel	3410
Student Organization Leader Signature		Food	6339
		Office Supplies	4014
Phone:	Date:	Utilities	5025
Faculty / Staff Advisor Signature			
		Membership Services & Other Income	5211
Phone:	Date:	Membership Services & Other Income	5211 5453
	Date:	Membership	5211
Phone: SOFC Signature(s) as needed	Date:	Membership Services & Other Income Clothing	5211 5453 5755
SOFC Signature(s) as needed		Membership Services & Other Income Clothing Rent	5211 5453 5755 5870
	Date:	Membership Services & Other Income Clothing Rent Other Expenses	5211       5453       5755       5870       6335
SOFC Signature(s) as needed Phone: Privacy Policy "State law requires that you be		Membership Services & Other Income Clothing Rent Other Expenses	5211       5453       5755       5870       6335       6901
SOFC Signature(s) as needed Phone: 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	Date:	Membership Services & Other Income Clothing Rent Other Expenses	5211       5453       5755       5870       6335       6901
SOFC Signature(s) as needed Phone: 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	Date:	Membership Services & Other Income Clothing Rent Other Expenses	5211       5453       5755       5870       6335       6901

Student Organization Finance Center 235 Koldus Student Services Building Mail Stop 1236 College Station, TX 77843-1236 (979) 845-1114 Services of the Student Organization Finance Center are supported by the University Advancement Fee