SOFC Check Request

Student Organization Name:

Account Number | Sub-Account | Date (mmddyyyy)

SOFC Use Only	
E-Doc #	
Voucher #	
Ticket #	

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 (Will Default at Vendor Request)

TAMU Affiliation and Travel Authorization

- ☐ TAMU Student*
- ☐ TAMU Employee*
- ☐ Not Affiliated

***UIN #** if Affiliated

Travel Form Password
(Required for travel more than 25 miles from College Station)

- -

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	3410	
Food	6339	
Office Supplies	4014	
Utilities	5025	
Membership	5211	
Services & Other Income	5453	
Clothing	5755	
Rent	5870	
Other Expenses	6335	
Items for Resale	6901	
	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:

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