

## BSU Clubs & Organizations Check Request

This form is for student organizations who need a check from the university to pay a vendor/business.

Date Needed	*Vendor #	Description	Org Account #	*Obj Code	Amount	Check Payable To:
<b>TOTAL</b>						

\*see page 2 instructions for additional information

Check will be picked up by \_\_\_\_\_  
representative name

Mail check to vendor Vendor Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

**Name of Student Organization** \_\_\_\_\_

**Description of Expenditure** \_\_\_\_\_

Documentation for the expense must be attached (invoice, estimate, etc.)

**In case of questions, contact:**

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

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

Email: \_\_\_\_\_

The contact person should be a member of your organization, not the vendor. Please be sure contact responds to questions in a timely manner or the check may not be processed.

Requester: \_\_\_\_\_ Date: \_\_\_\_\_  
printed name signature

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
printed name signature

HMU Assoc. Dir: \_\_\_\_\_ Date: \_\_\_\_\_  
printed name signature

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_  
printed name signature

**BSU Clubs & Organizations**  
**Check Request Completion Information**

Check requests are for the purpose of payment via check to a MnSCU approved vendor. If a club member is looking for a reimbursement for expenses paid for through personal funds, please see the student expense form.

Before submitting, complete all of the information on page 1 of this form. Please consider the following:

- Up to three checks may be requested on this form. Each requires documentation to be attached.
- Be sure to indicate whether the check is to be mailed or will be picked up by a club member.
- If you do not know the MnSCU assigned vendor number, please check with Barb Butler in the HMU or Accounting Services in Deputy Hall to get this number. If the vendor does not have one, there may be additional information required.
- The requester should ideally be the contact person and the person most knowledgeable of the expense in case additional information is needed. After turning in this form, please watch for email or phone communication from the university so that your request may be completed in a timely manner.

Signatures should go in order. Please sign before submitting to an advisor. Advisor should sign before submitting to the HMU Info Desk for the HMU Associate Director's signature. The HMU will forward your request to Accounting Services unless the club would prefer to deliver it.

Checks will be mailed or made available for pickup approximately three business days after the complete form reaches Accounting Services.

For questions about this form, please contact the Hobson Memorial Union Associate Director Nina Johnson at [bsuclubandorg@bemidjistate.edu](mailto:bsuclubandorg@bemidjistate.edu) or by phone at 218.755.3760.

To check on the status of a check request or for additional processing information, please contact Accounting Services by phone at 218.755.2160 or in person at Deputy Hall 201.