SAMPLE

BSU CLUBS & ORGANIZATIONS

CHECK REQUEST

DATE	VENDOR #	DESCRIPTION	ACCOUNT	OBJCODE	AMOUNT	CHECK PAYABLE TO
11/6/2006	4892375	Big Mama's Pizza	220029029		$29.33	Jack Sparrow
				TOTAL	29.33	

NAME OF ACCOUNT Pez Enthusiasts

DESCRIPTION OF EXPENDITURE Bought pizza for recuitment meeting

REQUESTER'S SIGNATURE _____

ADVISOR'S SIGNATURE _____

ASSO. DIRECTOR HMU SIGNATURE _____

BUDGET DIR. SIGNATURE _____

ONE CHECK _____X_____ INDIVIDUAL CHECKS _____ FUNDS TRANSFER _____