## **Bard College**

## Student Club - Check Request

Revised June 2024

This form is to request payment by check to outside vendors contracted to provide services or to a current student as reimbursement for items purchased for a student club.

CHECK PAYABLE TO			
Legal Name (of student, individual, or company):			<del></del>
Address:Check Mailing Address (if different from above):			
REQUESTING CLUB INFORMATION		Code (for o	ffice use):
Date Submitted:		Code (101 0	mee use).
Club Name:			
Club Head Name:			
Email: Cell:			
Reason for check (Event Title):	(Event Date)	:	
<ul> <li>Complete all sections of form. Requests due by 5pm on Tuesdays. Allow be submitted. Sign your name. Use legal names. Tax will not be reimb</li> <li>If paying outside vendor, ensure W9 includes their signature, and To Receipts must be attached to all requests for reimbursement. A valid reproof and method of payment, and amount of payment.</li> </ul>	oursed. Mileage requests r ax ID if business, or SSN i	equire map. <b>f individual.</b>	
Description of Purchase	Quantity	Unit Price	Amount
·			
		Total:	
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