

## ASB REQUEST FOR DISBURSEMENT

TYPE OR PRINT IN BALL PEN PRESSING HARD

Forms available in college Administrative Services Office.

Please see the **Request for Disbursement Detailed form**, the numbers in this document will guide you through the form.

---

**CHECK PAYABLE TO:** Enter name of payee **1**

(Advances cannot be made out to students, only advisors).

**DISBURSE CHECK TO:** Person or an address where the check is to be mailed. **2**

**SELECT ONE:** Place a check mark in one of the following choices **3**

- Original Invoice Attached**
  - Staple invoice to back of request.
- Original Receipts Attached**
  - Tape all receipts on a piece of paper and staple to the back of request.
- Advance**
  - Attach back-up document(s) to support advance request for disbursement.
  - Original receipts must be submitted to Administrative Services as soon as possible (normally, within 10 business days of the event).
  - The college reserves the right to freeze a club's account should an advance not be cleared. When an account is frozen, no money will be disbursed.

### PAYMENT INFORMATION:

- 4** Organization Club Name
- 5** \$ Amount of Check
- 6** Fund - Organization - Account numbers
- 7** \$ Amount charged to account

### PURCHASE FOR: **8**

- ~ Name and date of event (*EXAMPLE: Cal Sac Conference, Sacramento 1/4/98*);
- ~ Purpose of purchase (*EXAMPLE: Decorations for graduation 5/19/98*) or;
- ~ Type of items purchased (*EXAMPLE: Office supplies*).

### PAYMENT AUTHORIZATION **9**

**\*\*REQUIRED:** All signatures must be in place prior to submitting to the college Administrative Services Office. Required signatures include, Authorized club Officer, and Faculty/Club Advisor. Before you can get the Vice President of Student Services to sign, you must submit the request to the Office of Student Life.

Request may now be submitted to the college administrative services office for approval and signature of Vice President, Administrative Services.

**Please allow minimum of 10 working days to process request for disbursement.**