CARLETON COLLEGE STUDENT ORGANIZATION
CHECK REQUEST

Student Organization ____________________________________________ DATE ______
Organization Account # ________________________________________

PAY TO ________________________________________________________
ADDRESS _______________________________________________________

US MAIL ________________________________________________________
E-CHECK _______________________________________________________ 
CAMPUS MAIL ADDRESS _________________________________________
PICK UP NAME _________________________________________________

Attach a completed W-9 form for a NEW vendor. W-9 forms are available from the Business Office Website or at irs.gov

<table>
<thead>
<tr>
<th>EXPENSE CODE (see below)</th>
<th>DATE</th>
<th>DESCRIPTION OF EXPENSE</th>
<th>TOTAL $ AMOUNT OF EXPENSE</th>
<th>TOTAL MILES</th>
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TOTAL MILES CURRENT MILEAGE RATE 0.375 (7/1/08)
TOTAL MILEAGE CHARGE
TOTAL CHECK REQUEST

EXPENSE CODES:
5301 Printing  5402 Equipment  5602 Student Travel/Conference Expenses
5302 Supplies  5757 Programs  5911 Entry fees/Memberships
5305 Postage   5907 Meal Reimbursement  5281 Honoraria/Professional Services
5999 Other

ATTACH ORIGINAL RECEIPTS TO BACK.

I authorize the above payments and take full responsibility for assuring their accuracy and compliance with CSA financial policy.

APPROVED BY __________________________________________ PHONE ______
Student Organization President or Treasurer (please print)

CSA TREASURER’S SIGNATURE ___________________________________ DATE ______
Required for all checks written to a Carleton Student and for all checks over $500.

SUPERVISOR’S SIGNATURE ___________________________________ DATE ______
Aaron Chaput (Club Sports only)  Club Sports Cash Disbursement Authorized if Total < $100 - Initial if Cash Rec’d