CARLETON COLLEGE STUDENT ORGANIZATION
CHECK REQUEST

Student Organization
Organization Account #
PAY TO
ADDRESS

DATE
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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Special instructions: Submit expense reports at least monthly.
Any expense request older than 60 days will be denied.
MUST use actual odometer readings or mapquest to calculate mileage (NO RECEIPTS).

TOTAL CHECK REQUEST

TOTAL MILES
CURRENT MILEAGE RATE 0.14 (07/01/09)

TOTAL MILEAGE CHARGE

EXPENSE CODES:

5301 Printing          5402 Equipment           5802 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
Student Organization President or Treasurer (please print)

CSA TREASURER'S SIGNATURE
Required for all checks written to a Carleton Student and for all checks over $500.

SUPERVISOR'S SIGNATURE
Club Sports Cash Disbursement Authorized if Total < $100 - Initial if Cash Rec'd