

ADULT STUDENT LIFE

INSTRUCTIONS FOR REQUESTING FUNDS FOR REGISTERED

Request for funds are used to make purchases, request reimbursements, and pay pizza vendors. It is very important that original receipts or invoices are attached when submitting a request for funds for auditing purposes.

1. Check budget to ensure funds are available before making purchases or requesting funds.
2. Circle type of payee, i.e. employee, student, or other
3. Fill in name of person receiving payment and complete mailing address
4. Fill in student and student's organization information
5. Fill in event name, date, description of purchase and amount requested
6. Get form approved and signed by Student Organization's Advisor
7. Circle how you want payee to receive payment, mail check, collect from office or direct deposit (available for students and employees only)
8. Original receipt or invoice must be attached to receive payment
9. Submit to Adult Student Life

All requests must be submitted with proper approval by 11am on Mondays or Wednesdays in order to receive next day payment. Checks are distributed on Tuesdays and Thursdays after 3pm. You will receive an email when your request is processed. For direct deposit, prior set-up of banking information must take place with Financial Affairs Office.

PAYMENT FOR (circle one) STUDENT EMPLOYEE OTHER

Payment to: _____

Payee Address: _____

City: _____ State: _____ ZIP: _____

Student ID# _____ Email: _____@sju.edu Phone () _____

Description of Purchase: _____ Amount Requested \$ _____

Advisor's Name (print): _____ Advisor's phone: (ext) _____

*Advisor's Signature:

CIRCLE ONE: mail check collect from office direct deposit

Signature: _____ Phone: () _____ Date: _____

*All requests for funds MUST be approved and signed by the Advisor of the organization