

PURCHASING AND ACQUISITIONS
CHECK REQUEST FOR STUDENT ORGANIZATIONS

CFDB-R
(LOCAL)

PURPOSE AND
INTRODUCTION

A check request for cash procedure exists in order for student organizations to request meal monies for students prior to student activity trips. This process will allow student organization leaders to request specific amounts per individual and allow the Business Office sufficient time to obtain these funds.

STANDARD
PROCEDURE

Check Request for Cash forms should contain the following information:

- Date
- Budget account #
- Description of the student activity/trip with amount per student
- Department
- Amount requested
- Person requesting cash
- Signature of requisition authorities/Approvers
- Available balance in budget account

At least one week in advance of the trip, the employee shall complete a check request form and obtain proper approver signatures. Once returned to the Cashier's office, the budget account is checked to determine if there are sufficient funds to disburse & proper signatures have been obtained. The balance is noted on the form and the form is forwarded to Accounts Payable.

Once the check is issued, it is returned to the Cashier's office and sent to the bank requesting the proper denominations for disbursement.

Once the monies are received from the bank, the employee will be notified by the Cashier's office that the monies are available to be picked up.

After the distribution of funds to the students, the signed student travel sheet will be returned to the Cashier.

Attachment: [Check Request for Cash Form](#)