



Associated Students of Westminster CHECK REQUEST

(Please keep a copy for your records)

Check Delivery (choose one and complete)

<input type="checkbox"/> Pick-Up :	Phone	Email		Rush?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Mail:	Recipient's Full Name					
	Address			Date Needed		
	City	State	Zip	Date Submitted		

Club/Organization Name

Club Event/Opportunity and Description of Items Purchased
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Request:

Account Code		
Budget Amount (original allocation)		
Budget Balance (before request)		
Subtotal (w/o tax)	Tax	Total

Recipient: _____

Club Official: _____

Budget Director: _____

Dean's Office: _____

FILL OUT AS COMPLETELY AS POSSIBLE!!!

If you have any questions, contact:

ASW Director of Budget & Accounting
aswbudget@westminstercollege.edu