



Associated Students of Westminster CHECK REQUEST

(Please keep a copy for your records)

Check Requests take one to two weeks to process. Need it before then? Check yes.

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 _____

Do you want Accounting to mail the check request? If yes, fill out this section.

Club/Organization Name _____

Club Event/Opportunity and Description of Items Purchased _____

Request:

Account Code _____	<div data-bbox="540 934 792 1024" data-label="Text"><p>Don't know your account code? That's okay. Leave this section blank.</p></div>	Recipient: _____
Budget Amount (original allocation) _____		Club Official: _____
Budget Balance (before request) _____		Budget Director: _____
Subtotal (w/o tax) _____	Tax _____	Total _____
		Dean's Office: _____

FILL OUT AS COMPLETELY AS POSSIBLE!!!
If you have any questions, contact:

ASW Director of Budget & Accounting
aswbudget@westminstercollege.edu

If purchased in Utah, make sure to write down the tax. Since Westminster is a private institution we deduct the subtotal from your account, saving your club money!

Necessary Items _____