

This form is to request payment by check to outside vendors contracted to provide services or to a current student as reimbursement for items purchased for a student club.

CHECK PAYABLE TO

Legal Name (of student, individual, or company): _____

Address: _____

Check Mailing Address (if different from above): _____

Is the check for a current Bard student? YES ____ NO ____

Bard ID (for the student receiving the check): _____

REQUESTING CLUB INFORMATION

Date Submitted: _____

Club Name: _____

Club Head Name: _____

Email: _____ Cell: _____

Reason for check (Event Title): _____ (Event Date): _____

Code (for office use):

REMINDERS

- Complete all sections of form. Requests due by 5pm on Thursdays. Allow two weeks for processing. Photographs of forms cannot be submitted. Sign your name. Use legal names. **Tax will not be reimbursed.** Mileage requests require map.
- **If paying outside vendor, ensure W9 includes their signature, and Tax ID if business, or SSN if individual.**
- Receipts must be attached to all requests for reimbursement. A valid receipt contains location of purchase, itemized expenses, proof and method of payment, and amount of payment.

Description of Purchase	Quantity	Unit Price	Amount
Total:			

Club Head (print): _____

Club Head (sign): _____

Office of Student Activities: _____