Bard College

Student Club - Check Request

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.

REQUESTING CLUB INFORMATION

Code (for office use): _____

Date Submitted: _____
Club Name: _____
Club Head Name: _____
Email: _____ Cell: _____
Reason for check (Event Title): _____ (Event Date): _____

CHECK PAYABLE TO

Is the check for a current Bard student? YES ____ NO ____
Bard ID (if student receiving check): _____
Legal Name (of student, individual, or company): _____
Address: _____
Check Mailing Address (if different from above): _____

REMINDERS

- *Complete all sections of form. Requests due by 5pm on Tuesdays. 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 business 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: _____

Revised Jan 2023