

Payee  
Address

Date

Check one:

Hold

Mail

Approved for Payment (*signature required*)

Accountant

*Please give a brief explanation of what payment is for:*

can be made.

Payments to new companies/vendors will also require a signed W-9 before payment can be made. If you are not sure if a company has done business with the University before, you can contact Accounts Payable at 269-471-3343.

The club president and treasurer may authorize paym

(Sponsor should have their club president or treasurer sign their requests for informative and accountability purposes)

Accounts Payable. Any amounts over \$300 will be made only by check.

If you wish to pick up the check, please mark "Hold" and give name and phone number to call. Otherwise, payments will be mailed.