

Disbursement Order

Payee: _____

Invoice Number: _____

If the payee is a student, please include the student's 800 number.

Address: _____

\$ _____

Justification: _____

CHARGE TO: Club Name _____

Club Officer

Line Name _____

Club Advisor

Line Number _____

SGA Treasurer

All checks will be mailed

unless otherwise noted.

Pick-up by _____

Send to Office of Student Leadership

Unless the disbursement is being used for a cash advance, it is required that an original invoice or receipt, as well as any other related support materials, be attached. An invoice must include the following information: the company name and address, purchase date, list of items purchased, and purchase total. There must be a current W-9 on file for all payees. Submit complete disbursement orders with all necessary attachments to Student Financial Services in Knapp Hall.