

SGA Payment Request Form

*for students only

Exec.(71001) Senate(71002) FACE(71003) FSO(71004) Other(71005)

Date of Purchase: Click or tap here to enter text.

Organization: Click or tap here to enter text.

Requested Amount: Click or tap here to enter text.

Purchase Description: Click or tap here to enter text.

Payable to: Click or tap here to enter text.

Student

University Employee

Vendor

Banner ID: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Request Made by: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

This request is for a:

Petty Cash (\$1-\$25) Check Request (\$25+) (Items purchased and require reimbursement)

P.O. (Items have not been purchased)

Would you like a copy of your receipt/invoice? Yes No

By signing below I agree that the above requested funds shall be used for the sole benefit of the about stated Friends University Student Organization. I further agree to the held personally liable for the misrepresentation and/or misappropriation of said funds.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

*Email completed requests to Ashley Rivers: Director of Campus Life