

STUDENT CLUB/ICC CHECK REQUEST

LOS MEDANOS COLLEGE

PLEASE CHECK ONE:

- ☐ Cash Advance (Receipt must be provided within 2 weeks of check pick up)
- ☐ Authorization for payment (Receipt(s) must be attached)

NOTE: All requests MUST include CLUB/ICC minutes approving the check request

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

INVOICE # _____ If payee is a student list ID# _____

DELIVERY OPTIONS

☐ MAIL CHECK TO PAYEE

☐ CHECK WILL BE PICKED UP
AT THE LMC BUSINESS
OFFICE ON _____

CLUB ACCOUNT TO BE CHARGED: 71-91-301051 _____ -54300

CLUB NAME: _____ Amount: \$ _____

Purpose of Request:

Club Officer Authorization _____ Date _____

Club Advisor Authorization _____ Date _____

Director /
Student Life Coordinator _____ Date _____

Student Life Director OR _____ Date _____

Dean of Student Success

BUSINESS OFFICE USE ONLY

Check Received By _____ Date _____

Processed By: _____ Check # _____ Date _____