

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 Dean of Student Success _____ **Date** _____

BUSINESS OFFICE USE ONLY

Check Received By _____ **Date** _____

Processed By: _____ **Check #** _____ **Date** _____