

# 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

<b>MAKE CHECK PAYABLE TO:</b> _____
<b>MAILING ADDRESS:</b> _____
<b>CITY:</b> _____ <b>ZIP CODE:</b> _____
<b>INVOICE #</b> _____ <b>If payee is a student list ID#</b> _____

**DELIVERY OPTIONS**

- MAIL CHECK TO PAYEE
- CHECK WILL BE PICKED UP AT THE LMC BUSINESS OFFICE ON \_\_\_\_\_

<b>CLUB ACCOUNT TO BE CHARGED:</b>	71-91-301051_____	-54300
<b>CLUB NAME:</b> _____	<b>Amount:</b> \$ _____	
<b>Purpose of Request:</b> _____		

**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** \_\_\_\_\_