



Check Request Documentation Check List

- Completed Check Request**
- Required Signatures** – One club officer and advisor
- Original Receipts** – must be itemized
- Missing Receipt Affidavit** – only if original receipt is lost or not itemized
- Estimate or Quote** – for Purchase Orders
- Order confirmation** – needed for description of purchase (online)
- Bank Statement with last four digits and name showing** – needed for online purchases and tipping
- Copy of front and back of cleared check**
- W9** – when paying for a service (DJ, speaker, Musician, artist, etc.)
- Performance Agreement** – acts as an invoice when paying for a service (DJ, speaker, Musician, artist, etc.)
- 590** – when paying an individual for a service who is located out-of-state.

Travel Documentation

Before Travel:

- Completed Travel Notice** – signed by one club officer and advisor
- University Liability Waiver**
- Emergency Contact Form**
- Conference Fee and/or Event Confirmation**
- Rental Car confirmation** – Must be through Enterprise
- Map print out** – if taking private vehicle mileage needs to be calculated
- Airline confirmation**
- Hotel confirmation**

After Travel:

- Completed Travel Claim** – signed by one club officer and advisor
- Conference fee receipts and proof of attendance (ex. Itinerary)**
- Rental car receipt**
- Mileage calculated** – if private vehicle was used
- Airline boarding passes and baggage receipts**
- Hotel folio**
- Meal receipts**
- Taxi receipts**
- Gas receipts** – only if rental car was used