



## Check Request Documentation Check List

- Completed Check Request** – With required signatures from one club officer and the advisor.
- Original Receipts** – Must be itemized
- Missing Receipt Affidavit** – Only when an original receipt is lost or not itemized
- Estimate or Quote** – Required for Purchase Orders
- Order confirmation** – Needed for a description of the purchase.
- Bank Statement with last four digits and name showing** – Proof of payment for online purchases, hotels, transportation for travel, etc.
- Check payments** – Obtain a front and back copy of the check showing it cleared the bank.
- W9** – When paying for a service (DJ, speaker, Musician, artist, graphic designer, etc.)
- Performance Agreement** – Acts as an invoice when paying for a service (DJ, speaker, Musician, artist, graphic designer, etc.)
- 590** – When paying an individual located out-of-state for a service.

## 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** – Only when a private vehicle is used to calculate mileage.
- 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** – Only if a private vehicle was used.
- Airline boarding passes and baggage receipts**
- Hotel folio**
- Meal receipts**
- Taxi receipts**
- Gas receipts** – Only for rental cars.