



Financial Transaction Form

Date of Requisition: _____ Date Check Needed: _____
Person Completing Form: _____
Club or Organization: _____

For Check Request Only:

Please indicate where the requested funds will be drawn from:

- Club Budget Contingency '22' Account Other
 ASSMU Budget (circle one: General; Activities; Communications; President; TUB)

Budget line item you want the funds drawn from:

Type of fund/money request:

- Reimbursement Payment Request Cash Advance Purchase Order
Made Out to: _____ ID/Invoice #: _____

Credit Card (you will go to the finance office to make the purchase when notified by Business VP)

Transfer (to account: _____;
_____)

Description of what the funds will be used for (attach additional sheets if necessary):

Total Amount: \$ _____

*For cash advances, receipts **must** be returned within 10 academic days. Return receipts attached to a copy of this form.*

After the event, if any money must be returned (receipts don't add up to the full cash advance amount), fill out the deposit section of this form and return cash or make checks payable to "ASSMU - Saint Martin's University"

For Deposits Only:

Please indicate where the funds will be deposited:

- Club Budget Contingency '22' Account Other: _____
 ASSMU Budget (circle one: General; Activities; Communications; President; SUB)

Total Amount \$ _____

Make a Copy of this Form and Supporting Documents for Your Records!

Description:

Please make an appointment to make any deposits directly to the Business VP.

Make a Copy of this Form and Supporting Documents for Your Records!