

Date: 1/1/20

BLOOMSBURG UNIVERSITY

Date Received (Stamp below):

**NOTE: All information in red must be completed prior to turning into CA Office for processing**

### HUSKY FUND

<b>Check (x) Appropriate Item Below:</b>	
Request for Deposit:	_____
Request for Payment:	<u>XX</u> Means you are requesting a check be cut
Request to Purchase:	_____

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**Husky Fund Account Name (Group /Org Name)**

**#1234 (Group/Org 4 digit account #)**

NAME OF ACCOUNT \_\_\_\_\_ ACCT # \_\_\_\_\_

**Example: Org Fundraiser**

LINE ITEM EXPENSE / CHARGE DESCRIPTION:

*Please note the submission time frames for check disbursement in gray box below:*

**REQUISITIONS MUST BE IN THE COMMUNITY ACTIVITIES OFFICE BY TUESDAY AT NOON IN ORDER TO BE CONSIDERED FOR THE CURRENT WEEK'S CHECK RUN, FOR PICK UP AFTER 10:00 AM FRIDAY**

*INCLUDE NAME, ADDRESS, ZIP CODE AND FAX NUMBER OF FIRM.  
IF VALUED AT \$5,000 OR GREATER, BIDS MUST BE ATTACHED.*

**VENDOR / PAYEE: NAME - ADDRESS - FAX - PHONE:**  
*Jane Doe*  
*123 East 2nd Street*  
*Danville, PA 17821*

**Note:**  
 1. Must be Permanent Home Mailing Address  
 2. Must be completed even if picking up the check

**SHIP TO ADDRESS (FOR PO'S ONLY):**  
*This section is only used when requesting PO's and should be left blank.*

PHONE # 570-275-1234 (Preferred, not required)  
 FAX # \_\_\_\_\_  
 NOTE: PO's will be faxed or mailed unless otherwise noted

SPECIAL INSTRUCTIONS:

QTY	DETAILED DESCRIPTION OF TRANSACTION	UNIT PRICE	TOTAL AMT
	Reimburse for paper goods and bake sale ingredients for Org bake sale FR on 12 /25 /20 Dollar Tree \$25.00 Weis \$100.00		<b>125.00</b>
<p>*Note to user: Paid receipt for Weis and Dollar Tree must be attached for the amounts as indicated - MUST SHOW WHAT WAS PURCHASED AND THAT IT WAS PAID FOR</p> <p>*Note to user: The "notes" section can be for more than picking up checks, see other examples of use below</p> <p>*Note to user: Always provide the phone number for the person completing the form, obtain your adviser's signature and attach all supporting required prior to submission</p> <p>*Note to user: If paying an invoice, please provide the invoice number in the "description" as well as what is being paid for...all information and amounts must match the attached invoice</p>			

NOTES (ie. "will pick up check", needed by dates, mail with forms, etc.):  
**Will pick up check, or other important processing notes**

Check Total: \_\_\_\_\_ **NOTE: This section is only used for**  
 Cash/Coin Total: \_\_\_\_\_ **deposit transactions**  
 Deposit Total: \_\_\_\_\_

**Requested by:**

**Faculty Advisor/Administrator:**

*Your name (Ex. Dawn Ritter)*

Your Ph # (Ex.)570-389-4465

*Your Org/Grp Adviser (Ex. Neil D'Amato Adviser Ph # (Ex. 570-389-4464)*

Signature

Telephone #

Signature

Telephone #

**COMPTROLLER**

DATE DUE: \_\_\_\_\_  
 (office use)

PO # \_\_\_\_\_  
 (office use only)