

# MEMORANDUM

BUSINESS AFFAIRS

FOAPAL TO BE EXPENSED	
<b>Chart</b>	W
<b>Fund</b>	
<b>Account</b>	29300

**TO:** Heather Carrier  
Director of Accounting Services

**FROM:**

**DATE:**

<u>ACCOUNTING USE</u>
Approved:

**SUBJECT:** Agency Check Request

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Reason for Purchase/Reimbursement _____ _____ _____
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Vendor No.	Vendor Name/Street/City/State/Zip/SSN or FIDN (all above information is required)	Amount

**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that there are sufficient funds in this FOAPAL to cover the above checks.

Requested By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Club Officer (if available)

Date

\_\_\_\_\_  
Vice President of Student Affairs

\_\_\_\_\_  
Date