



REASON FOR PAYMENT

(Please check one)

- Reimbursement to an individual who has paid at time of purchase
- Payment to a company for goods already received or services already rendered
- Contract (both this form and the actual contract must be submitted)
- Membership fee, subscription, or honorarium
- Donation (earned account only)
- Collaboration with another club or department
- Placing an order (complete an order form in addition to this request)
- In store purchase
- Other (please explain) _____

PAYMENT IS TO BE MADE TO THE FOLLOWING

(Please check one)

- Name of individual _____
- Name of business or organization _____
- JJC department name and acct # _____
- Collaborating club name _____

IS THIS A PREVIOUSLY USED VENDOR, CURRENT STUDENT, OR JJC EMPLOYEE?

- YES** ID # _____
- NO** (Attach a completed W-9 form to this request and provide the vendor's phone #
Vendor's phone # _____)

COMPLETE THE FOLLOWING FOR ALL REQUESTS

Today's date _____

Club name _____

Specific event, activity or reason for this request (Give details please!)

Pay the amount of \$ _____ from the EARNED club account

Pay the amount of \$ _____ from the ALLOCATED club account

Advisor's signature _____

Student officer's signature _____

