

STUDENT ACTIVITIES ACCOUNT
The University of Tennessee At Martin
 Martin, Tennessee 38238

TO BUSINESS AFFAIRS: No. _____

Pay to _____
(Name)

- lease
 check Hold check at Business Affairs for pick up
 ne: Mail to:

(Mailing Address)

Dollars

\$ _____ For _____

CHARGE ACCOUNT: _____
(Club or Organization)

Date _____
President

Sponsor _____
Treasurer

- INSTRUCTIONS**
1. Make two copies of this request.
 2. Send signed original to Business Office.
 3. Keep carbon copy for Club's expense record.
 4. Use this method for paying all club expenses.
 5. Deposit all club income at Business Office.
 6. Retain receipt for Club's income record.

Approval _____
Check No. _____
Business Affairs Use Only