Davidson County Community College
Student Organization

Request for Payment

Request is hereby made for a check to be drawn from the

_____ Account.
(Name of Student Organization)

Purpose of Check: _____
_____

Amount of Check: _____

Check Payable To: _____

Address: _____

City/State/Zip code: _____
_____

Student ID # (if applicable): _____

Federal Tax ID #: _____
(Required if check is made payable to a business/ Please attach an invoice if applicable)

_____   _____
Advisor's Signature   Date

_____   _____
President or Treasurer's Signature   Date

Office Use Only
Student Organization Datatel Account:
_____

_____   _____
Director, Student Life & Leadership Signature   Date

_____   _____
Business Office Representative Signature   Date