

SACC/GSACC Check Request Instructions

1. Select SACC or GSACC
2. Input check request details (Check info, event details, etc.)
3. Write the amount next to the line item you will be taking funds from. If you are not sure which line item to choose, please refer to the following table:

Council Events	Fall/Winter/Spring Events, May Carnivale, RGE, Fall Community Socials, Contingency, Staff Expenses, General, Gift, Supplies, Equipment, Spring Banquet, SACC/RA Social, Retreat, External Donations, Fall Transfer Social, Fitcen Equipment, Community Spending, All Hall Brawl, Week of Welcome
RA Programming	GA, UA, SMSJ, Bagel Hour, Fall Welcome Events, RA Staff Expenses, Maintenance Appreciation, Summer Programming, Resident Outreach, Lead Staff Active Initiatives, RA 1st Area Meeting, RA Supplies, Social Justice/Diversity, Lead Staff Expenses, Staff Development, Committee Programs, SMSJ Week of Welcome
Stipends	Council Stipends
Administrative Expenses	Bank Fees, Costco Membership, Quickbooks Subscription

4. If applicable, check off that you have completed both the budget and CDA tracker.
5. List the items purchased for the event and select the type of purchase next to the item description (See the table below for examples). If the check request is for an NTE, leave this section blank and fill it out once you have purchased items using the NTE check.

Types of Purchases	Description/Examples
Bank Charges & Fees	Bank charges/fees
Business Meals	Any ready-to-eat food (i.e. pizza, chips, cookies, etc) * For any food items that were used as ingredients for a program, see Supplies & Materials
Donations	Donations from SACC/GSACC
Entertainment	Games, movies, bowling, bounce house, etc.
Office Supplies	RA/Council Supplies (i.e. pens, paper supplies, padfolios, name badges)
Printing	Printing expenses (i.e. flyers/brochures, posters, etc.)
Prizes and Awards	Any items that were given away as prizes at an event
Professional Services	Purchase of outside vendors for an event
Retreat	Any items purchased for a SACC/GSACC retreat
Stipends	Council Stipends
Subscriptions & Memberships	Quickbooks subscription, Costco membership
Supplies & Materials	Supplies for an event/program (i.e. arts/craft supplies, flour/butter/milk for a baking event)
Travel	Van rentals

6. Attach relevant supporting documentation (itemized receipts, list of attendees, prize verification form, missing evidence form, liability waivers, etc.)
7. Submit completed check request packet to council treasurer.

Check Request Form

SACC

GSACC

Pay to the Order of: _____	Check Amount: \$ _____
Name of Event: _____	Date of Event: _____
Person Picking Up Check: _____	Email: _____
Check Type: Reimbursement NTE Invoice Flexcard	

<u>Line Item</u>	<u>Amount</u>
Council Events	\$ _____
RA Programming	\$ _____
Administrative Expenses	\$ _____
Stipends	\$ _____
Budget Tracker Completed	CDA Tracker Completed

Select the type of purchase and list those items next to your selection:

<u>Type of Purchase</u>	<u>Description of Items</u>

Two Signatures Required:

X _____ Council Treasurer/Designated Officer	_____ Date
X _____ AD/ACC/CC/Student Leadership Advisor	_____ Date

Check # _____	Signature: _____	Date: _____
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If Applicable (ACC/CC Only): Signature: _____ Date: _____