Carson-Newman Student Clubs and Organizations
Request for Funds Withdrawal

Requests are due in Treasurer’s Office by **NOON on Wednesday**.

If request meets the deadline, the check will be ready Friday morning.

Checks are **ONLY** produced once a week.

No withdrawals are paid in cash.

Name of Carson-Newman Group: _______________________________________

Assigned General Ledger Account Number: _______________________________

Withdrawal Amount Requested: $__________.____

Pay to the order of:

Name: _______________________________________________________

Street: _______________________________________________________

City, State, Zip: ________________________________________________

Must Check Only One:

☐ Pick-up Check  ☐ Mail to address  ☐ Send to
    in Treasurer’s Office     above     CNU Box # __________

Printed Name of Person Requesting Funds: _______________________________

Signature of Person Requesting Funds: ________________________________

Date Signed: _____/_____/

Printed Name of Appropriate Advisor: ________________________________

Signature of Appropriate Advisor: ________________________________

Date Signed: _____/_____/