

# Carson-Newman Student Clubs and Organizations Request for Funds Withdrawal

Requests are due in Treasurer's Office by NOON on Tuesday.

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: \_\_\_\_/\_\_\_\_/\_\_\_\_\_