



Student Life, Equity & Engagement Programs
 Inter-Club Council (ICC)
 1501 Mendocino Avenue, Santa Rosa, CA 95401

CLUB & TRUST FUNDS REQUEST FORM

Please Staple Original Receipts or Invoices

Travel Paperwork Completed if Applicable:		Yes / No
Date:		W-9 Required: Yes / No
Phone:		
Email:		

Club:	
Requested by:	
Date Needed by:	

Make Check Payable To:	
Address:	
City, State, and Zip Code:	

Description	Total
GRAND TOTAL:	

Club Treasurer (Student): _____ Date: _____
 Club Advisor (Faculty/Staff): _____ Date: _____
 Manager, Student Life: _____ Date: _____
 Sr. Dean of Students: _____ Date: _____

This completed Club Trust Request Form is authorization for a stipulated amount of money to be withdrawn from the indicated Club Trust Account. The following requirements apply to this account:

- 1) All above signatures are required for this request.
- 2) Advance Club Funds: Clubs can request advance funds from their account with this form. Receipts representing expenses and any unused monies must be returned to the Advisor, Student Life Accounts & Marketing Programs within 3 business days of the issuance of the cash advance. Should the recipient not comply, or only return a portion of these receipts/monies within 3 business days, the total amount of the unaccounted funds shall be posted to the student's account with the college.
- 3) Original involves or receipts must be attached.
- 4) Allow 5 days for processing.
- 5) Print, have Club Advisor sign, and bring in.

Contact: Advisor, Student Life Accounts & Marketing Programs, 707-527-4572
 Date: _____
 Check #: _____