

CLUB & TRUST FUNDS REQUEST FORM

Please Staple Original Receipts, Invoices, & Meeting Minutes

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

Payable To:	
Name:	
Address:	
City, State, and ZipCode:	

Description	Total
GRAND TOTAL:	

ICC Meeting Minutes # _____

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This completed Club Trust Request Form is authorization for a stipulated amount of money to be withdrawn from the indicated Club Trust Account.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) Original receipts, invoices, meeting minutes (if applicable) must be attached.
- 3) Allow 5 days for processing if requesting funds from club account. ICC grant funds may take 10-14 days to process.
- 4) Print or email to have Club Advisor sign (digital signature ok), and return to or email Advisor, Student Life Accounts (Bertolini 1st Fl).

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 5 business days of the issuance of the cash advance. Should the recipient not comply, or only return a portion of these receipts/monies within 5 business days, the total amount of the unaccounted funds shall be posted to the student's account with the college. Allow 5-10 days for processing advancement check, 10-14 days if grant funds.

Reimbursements: Refer to steps 1-4. If using personal credit/debit card, please provide copy of bank statement (acct. number blacked out) showing your name and transaction. Alcohol purchases are not permitted and cannot be reimbursed.