



Penn State Erie, The Behrend College
Student Government Association

TREASURY REQUEST FORM

Must be filled out by the club/organization President or Treasurer ONLY

****Please see reverse side for instructions in order to fill this form out completely and correctly****

Club/Organization: _____ Date: _____

Payable To: _____ U.S. Citizen: Yes No

Payee E-mail Address: _____

Payee is Employed by PSU: Yes No Payee Phone #: _____

PSU ID # (PSU students/faculty/staff) or Soc. Sec # (others) or Fed. ID #: _____

Address(complete): _____

Reason(be specific): _____

Date of Event (if applicable): _____

Allocated \$ _____
Non-Allocated \$ _____
Total \$ _____

For Office Use Only		
Date: _____	Int: _____	Enc.# _____
Date: _____	Int: _____	Enc.# _____

Name (print) _____

Email _____

Phone Number _____

Signature _____

Office Held (circle one): President Treasurer

Have you attached your original backup documentation?? Please check here.

Please allow 3 weeks for processing from date received by RUB Information Desk

*If all of the information on this request is not provided, your request will not be processed.

OFFICE USE ONLY:						
Circle one:	Visa	Check	P.A.	Petty Cash	Advance	IDCC
			Date Sent: _____	Date to Close: _____		
			TRF Received			
Processor			Date	Check Received		