

**FEATHER RIVER COLLEGE
ASSOCIATED STUDENT BODY
REQUEST FOR DRAW**

Date: _____ Name of person Requesting Draw: _____

1) Club requesting Funds: _____

2) For the purchase (describe what you are purchasing- supplies, food, travel, etc.):

3) State what event or activity this purchase is being made for: (game, dance, tournament, etc.)

4) AMOUNT OF CHECK REQUESTED: _____

5) Make check payable to: _____
Mailing Address: _____

6) Check to be – Circle one: Mailed or Picked up in business office

7) Date Needed by: _____

REMEMBER: completed and signed requests must be turned in to the Business Office at least 5 business days before the date needed.

8) IOU Policy: I realize that the undersigned is personally responsible for receipts or cash back to the Business Office for the TOTAL AMOUNT of the draw request. The Business Office has the right to place a hold on my records or transactions, or hold on any income that I may be due.

Name: _____ IOU Amount: _____

APPROVAL

Club Officer: _____

Date: _____

Club Advisor: _____

Date: _____

ASFRC Officer: _____

Date: _____

ASFRC Advisor: _____

Date: _____

Chief Student Services Officer: _____

Date: _____

Business Office: _____

Funds Available: _____

Check #: _____

Amount: _____