

Payment Request Queens College Association Form

Complete this form by submitting all required materials. If you are not sure what is required to submit complete paperwork, refer to the checklist on the back of this form. Once complete, bring it to The Office of Student Development & Leadership in the Student Union, 327. If approved, your designated OSDL Advisor will sign the form. You can then submit this form to the Queens College Association, room 203. If this form is not complete or you are missing materials the Queens College Association Business Office will contact you and you will be expected to resubmit all materials.
Please allow up to three weeks for payment.

Date Submitted: _____

1-17-17 R.W

Student Association _____ has registered with the Office Student Development & Leadership and is in good standing to submit a payment request.
(Name of RSO) (RSO 5-digit #)

Requested by: Japreet Singh
Print Name of RSO Officer

Position: (check below)
 President VP Treasurer

CUNY ID #: _____

Phone #: _____

Signature: _____

By signing, I attest that this purchase/payment is in accordance with CUNY and Queens College Association regulations. I also attest that all attached invoices/receipts/materials are valid.

Description (e.g. Office Supplies, Decorations, etc.):	Total:
<u>Jan Stipend</u>	<u>\$325</u> <i>RL</i>

Payable To: Karandeep Singh
PRINT Vendor or Payee's Name

John Andrezak
Authorized Signature for QCA

FOR OFFICE USE ONLY

[Signature] 1/31/17
Signature/Date of Check Recipient

Budget Verified: 1-12-17

By: R.W

P.O. #: _____

Check #: _____

Paid On: _____