



Wharton County Junior College
 911 Boling Highway • Wharton, Texas 77488 • (409) 532-4560

**WCJC Student Organizations
 Check Request Form**

Date _____

Pay \$ _____

Make Check Payable to: _____
 (Name & Address. Leave _____
 address blank if campus mail _____
 desired. Include Social Security _____
 Number, if needed.) _____

For:

Explanation of Expense(s)	Amount

Club Budget Number: _____

Club / Organization Name: _____

Requested By: _____

Request Approved by (Club Advisor) _____

Request Approved by (Club Officer) _____

Request Approved by (Student Life Official) _____

Check issuance approval by (Business Officer) _____

Remarks _____

Please send Check Request form and supporting documents (receipts, etc) to the WCJC Business Office after receiving all signatures. Supporting documents must be attached to this request. Note: Requests without addresses (when not being sent through campus mail) will be returned to the requester.

Keep a copy of request and supporting documents for your club records.