



Doc. # _____

**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 contact the SGA Treasurer, SGA Accounting Clerk, or the RUB Desk if you need assistance with this form. ****

Club/Organization: _____

Date: _____

Payable To: _____

Payee Phone: _____

Payee Mailing Address (include zip code): _____

Payee E-mail Address: _____

U.S. Citizen: Yes No

Is Payee a PSU employee?: Yes No

PSU ID # or Fed. ID #: _____

Reason for Purchase (be specific): _____

Date of Event (if applicable): _____

Allocated \$ _____

Recruitment \$ _____

Non-Allocated \$ _____

Administrative \$ _____

Total \$ _____

Officer (circle one): **President** **Treasurer**

Name (print) _____

Email _____

Phone _____

Signature _____

**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 form is not provided, your request will not be processed.

OFFICE USE ONLY: Office Approved Signer: _____

Circle one: Visa Check ERS Advance IDCC WAGC

Budget: _____

Cost Center: _____

Subject: _____

OBJ: _____

Processor/Date: _____