

SAN DIEGO
MESA COLLEGE
Student Affairs Office I4-409
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB DISBURSEMENT/WITHDRAWAL OF FUNDS

Requirements

A club must be registered in order to be eligible to withdraw funds from a club account. Officers must have completed club orientation.

1. Print the Authorization for Expenditures of Funds on the Club Website
2. Properly fill out Authorization for Expenditures of Funds form
 - Provide description/Details of purchase/service rendered or purpose for the request for funds
 - Indicate amount to be requested
 - Provide date and location of proposed activity
 - Attach **all original** receipts along with invoice
3. Obtain signatures from your club advisor and the treasurer of the Associated Students.
If the treasurer is not available, obtain the signature of the President or Vice President of the Associated Students
4. Obtain the signature of Dean of Student Affairs
5. Retain a copy of **Authorization for Expenditures of Funds** form for your records
6. Allow 48 hours for processing
7. Pick-up funds from Accounting Office