

Bard College Student Association Check Request

IS THIS REIMBURSEMENT FOR A CURRENT BARD STUDENT? YES NO

If yes, the student's Bard ID# MUST be indicated below.

BARD STUDENT ID: _____

CAMPUS MAIL _____ **PICK UP AT STUDENT ACTIVITIES OFFICE** _____ **POST OFFICE MAIL** _____

Check payable to: _____

Date: _____

Mailing Address for Non-Student: _____

Club: _____

City, State, Zip Code: _____

Code: _____
For Office Use Only

Name and Email of person making request: _____

Reason for Request: MUST BE COMPLETED

Event/Meeting: _____ *Date:* _____

If this is not for an event/meeting, what is the request for?

DESCRIPTION	Quantity	Unit Price	Amount
Total:			

Club Head/Member Name (sign):

Student Association Treasurer (sign):

Club Head/Member Name (print):

Student Activities Office Representative (Sign):