

Old Dominion University  
Sport Club Check Request

**PLEASE PRINT**

**Original receipts MUST accompany request & will be kept on file in the Recreational Sports Office.**

Club: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Name Title

Date: \_\_\_\_\_ Amount of Request \_\_\_\_\_

Payee: \_\_\_\_\_

Purpose: \_\_\_\_\_

Approval:

\_\_\_\_\_  
Signature, Club President Printed Name

\_\_\_\_\_  
Signature, Club Treasurer Printed Name

Check Prepared by: \_\_\_\_\_  
Name Title

Date: \_\_\_\_\_ Check Number: \_\_\_\_\_

Received by: \_\_\_\_\_  
Name Date

OFFICE USE ONLY

Date entered on balance sheet: \_\_\_\_\_