Request to Process Colby Card Transactions

INSTRUCTIONS:
1. Request a table at the Information Desk and upon table approval, complete this form.
2. Obtain benefactors signature (SGA, SPB, PCB or Colby Department) below.
3. Submit this request form to the Campus Life Department.
4. It is the requestor’s responsibility to submit all receipts to the Campus Life Department by the date referenced.

IMPORTANT:
Request Form is due to the Office of Campus Life One Week before the use of the Colby Card machine is needed.

NOTE:
All receipts must be turned in to the Campus Life Office by the date specified below. No funds will be transferred without original receipts. Transfer of funds can take up to one month for processing/posting.

Date Requested: ____________
Club/Org Name: ____________________

Approved Pulver Table Date(s): ____________
Contact Person: _____________________

Date Receipts will be turned in to Campus Life: ____________
Email Contact: _____________________
(No funds will be transferred without receipts)
Cell Phone Contact: _____________________

Event/Reason for Colby Card Transactions: _______________________________  _______________________________

INCOMPLETE FORMS WILL NOT BE PROCESSED

Account Number & Object Code: _____•_____•_____

Treasurer initials required ____________

Signature of SGA/SPB/PCB Treasurer or Department

Date Received by SGA/SPB/PCB Treasurer or Department

For Office Use Only:

Date Received by Campus Life: ____________
Date Receipts turned-in to Campus Life: ____________

Receipt Amount: ____________

Date Campus Life Requested Transfer of Funds: