

ALL DEPENDENT FORMS MUST BE STAPLED TOGETHER BEFORE SUBMISSION

SUBMISSION SHEET MUST BE FILLED OUT BEFORE COMING IN TO THE C.A. OFFICE

What I should check before submitting my Check Request

What must I check before Submitting my check request

1. Dated
2. Fill out name and address
3. Remarks and approval part is filled out correctly including line #
4. Account name and number
5. Matching documents are attached
6. Signature on vouchers match signature on signature profile form at the present time
7. **Make sure the Items are budgeted**

What must I check before submitting my receipts and Invoices?

1. Must be original
2. Name of store and address
3. Method of payment on receipts
4. Invoice number and date
5. Taxes and tips are not included
6. All Receipts must be taped to a blank sheet of paper

What must I check before submitting my flyer?

1. Flyer of event
2. Starting date
3. Time
4. Place of Event
5. Flyer must be stamped by the respective government

REMEMBER TO ALWAYS ATTACH A COPY OF YOUR APPROVED EVENT FORM AND AN APPROVED COPY OF ALL LINE TRANSFERS AND BUDGET MODS THAT APPLY