Temple University
Alumni Association

Alumni Association & Club
Financial Management System
CHECK PAYMENT REQUEST FORM
To be completed by Association/Club representative

Association/Club Name _____

Delivered by Name _____ Title _____

Phone Number _____ Email _____

Date Delivered/Mailed _____

PAY TO THE ORDER OF Amount of Check $_____

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Expenditure Explanation: _____

_____

Send check to ☐ payee at address above ☐ third party (address below)

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Authorized Signer/Requestor Signature _____

Forms should be addressed or emailed to:

Office of Institutional Advancement | Temple University
Attn: Maura Bobrek, Coordinator of Administration
Sullivan Hall, Garden Level | 1330 Polett Walk, Philadelphia, PA 19122
Maura.Bobrek@temple.edu | 215.926.2587

Original invoice, business W9 and COI (when applicable) must be included in order to process payment.

Updated 9/2019