



Payment Authorization/Request for Authorization

1. **Back Up:**
Always attach back up. Invoices from vendors are best. Email communication and other pieces of documentation are encouraged. More information is better than less.
2. **Payable To:**
It should be made clear to whom the check should be made payable.
3. **Budget Line:**
The budget line where the expense is coming from NEEDS to be on the form before the check can be written so the expenses can be properly allocated.
4. **Signature:**
Form needs a signature from the Executive Board Member in charge of the project.

Cash Verification Form

1. Please complete form for any cash or checks to be deposited.
2. Budget lines NEED to be included on form so income can be properly allocated.
3. Any other relevant information can be written on the front or back of form (More information is better than less).
4. Unit Name is TULITA.
5. Form needs two signatures before the form and checks/cash are left in lockbox for deposit.