

**California Institute of Technology
Office of Student Activities and Programs
Club Payment Request Form**

Club Name: _____

Club Account #: _____

Event Description: _____

Date of Event (or planned): _____

On or Off Campus? _____

Amount Requested: _____

Choose one of the actions below:

- Refund request: Attach original receipts.
- Advance: Attach documentation indicating what the advance will be used for.
- Services: Included but are not limited to bands, singers and other artist performance fees; coaches; guest speakers; or other consulting services. Prizes or Awards.

1. Provide an invoice from the payee for services provided. If services are to be paid to a current Caltech student or staff member the funds will be electronically sent to the financial institution on file with Human Resources.
2. The payee will need to complete a **W-9** form if they have not been previously paid through Caltech Payment Services.

Print Club Officer Name and Title: _____

Club Officer Signature: _____

Date: _____

Student Activities and Programs Approval: _____

Date: _____



Bursar's Office
1200 E. California Blvd.
Mail Code 120-87
Pasadena, CA 91125
Email: bursar@caltech.edu | Phone: (626)395-2988
Website: <http://bursar.caltech.edu/>

Bursar's Club Account Refunds

Please make sure to enter the correct account information below.

Club Name: _____ Club Account #: _____

I request a refund of \$ _____ on (date) _____ in the form of:

Check – Mail check to: (3-4 weeks to receive check in mail)

Payable to: _____

Student UID: _____

“Mailing” Address on file:

Club Officer Signature

Bursar's Office Approval