

ADVISOR MEMO

To: ASI Club Services

From:

Date:

Lost Receipt	Partial Payment/Reimbursement
Hand-written Receipt	Travel (no E-Plan on file)
Un-itemized Receipt	Honorarium
Scholarship	Other

Hand-written or lost receipts must have proof of payment (credit card statements or copy of cancelled check) attached to the PRF.

Scholarship require payee's EMPL ID# on the PRF, along with a blank copy of the scholarship application form.

Honorariums require a W-9 be completed, along with any additional documentation.

I, _____, the Advisor of the _____ club,
authorize that payment be distributed to _____ in the amount
of \$ _____ as requested on the attached Payment Request Form.

Explanation:

No club funds were used towards the purchase of alcohol.

Advisor Signature: _____