

**PAYMENT ORDER TO THE CENTRAL TREASURER
EXTRACLASSROOM ACTIVITY FUNDS**

DATE: _____

**Verification of Available Balance By
Faculty Advisor**

You are authorized to issue a check

Unencumbered Balance

\$ _____

Amount of this Payment Order

\$ _____

New Available Balance

\$ _____

**PAY TO THE ORDER
OF** _____

**IN THE AMOUNT OF
DOLLARS**

FOR _____

**AS PER ATTACHED INVOICE AND CHARGE
SAME TO**

_____ **ACCOUNT**

Initial When Posted

Date of Approval

Activity Treasurer

Activity Advisor

Check No. _____

