

**York College Association, Inc.  
Jamaica, New York 11451**

**WITHDRAWAL REQUEST**

Charge To \_\_\_\_\_  
Name of Association or Student Organization

Purpose \_\_\_\_\_  
\_\_\_\_\_

Make Check Payable To \_\_\_\_\_

The Sum of \_\_\_\_\_  
\$ \_\_\_\_\_

PLEASE CHECK ONE:

\_\_\_\_\_ CHECK TO BE PICKED UP

\_\_\_\_\_ MAIL CHECK TO \_\_\_\_\_

We hereby certify the above expenditures are being made or the purpose stated above. These expenditures are legitimate and necessary to the operation of the student organization, and are made within the budgetary limitations set by the College Association.

Date \_\_\_\_\_ Student Treasurer or  
Organization Officer \_\_\_\_\_

Date \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

Date \_\_\_\_\_ Direct or  
Student Activities \_\_\_\_\_

Date \_\_\_\_\_ Vice President  
Student Development \_\_\_\_\_

***For Business Office Use Only:*** Prepared by \_\_\_\_\_

I certify that this request is correct and just, and payment is approved: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Check to be picked up by: \_\_\_\_\_ Ext: \_\_\_\_\_

Mail check to: \_\_\_\_\_ Date: \_\_\_\_\_

Check Received By: \_\_\_\_\_