

**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](mailto: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:

### ACH Refund – Bursar Quick Pay (US Bank Only)

Payable to (Caltech students only): \_\_\_\_\_

Student UID \_\_\_\_\_

“Billing” Address on file: \_\_\_\_\_

\_\_\_\_\_

Caltech Email Address: \_\_\_\_\_

### 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
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