

How to Request an Advance Check

A payment request must be processed in order for the SOA Office to prepare an advance check

To process a payment request for an advance check, go to SOA E-Services and click New Request

Complete the request as shown below

Student Organization Accounts

Log Out

IU STUDENT ASSOCIATION

Payment Requests Archive

Pay To: Payee Name

Address:

City:

State:

Zip Code:

Total Amount:

Transaction Date:

Delivery Method: Mail Pick Up

Payment Type: Invoice Payment
 Reimbursement
 Payment for Service
 Advance Check
 Transfer
 Donations

Expense Type: ----SELECT EXPENSE TYPE----

Invoice #:

Description: Reason for Advance Check

Save and Continue Cancel

The payment request for an advance check will be processed after it has been approved by the Treasurer and the Advisor. No documentation needs to be submitted before the check is written, as all documentation will need to be provided after the check has been picked up from the SOA Office.

Once the advance check request has been processed and the check is ready for pick up, the treasurer will receive an email letting them know this payment request has been paid. All advance checks must be picked up in the SOA office by the payee, treasurer or advisor. Advance checks **will not** be mailed.

Whoever picks up the check will sign the advance check form provided by the SOA office at the time of pick up. This is the person responsible for bringing in the original itemized paid receipts and/or unused funds to clear the advance check.

To clear the advance check, you must provide the original itemized paid receipts totaling the full amount of the advance check or itemized paid receipts and any unused funds totaling the full amount of the advance check.

All original itemized paid receipts and/or unused funds will be due back to the SOA office within 1 week from the date of the event unless other arrangements have been made with the SOA office.

If the original itemized paid receipts and/or unused funds are not returned by the due date and no other arrangements have been made with the SOA office, an email will be sent to the person who picked up the check and signed the advance check form with SOA letting them know they have 5 days to bring in the original itemized paid receipts or respond to the email.

If the original itemized paid receipts and/or unused funds are not returned after 5 days and no other arrangements have been made with the SOA office, a phone call will be made to the person and another email will be sent letting them know if the itemized paid receipts and/or unused funds are not returned within 3 days, SOA will contact the Student Life and Learning office to report the non-compliance. At this time, **Student Life and Learning will freeze the student organizations account in Belnvoled.** Freezing your account would essentially prevent the student organization from using any benefits that come with being a registered student organization such as reserving space and hosting events on campus, applying for future funds, ect until the outstanding advance check has been resolved.