

Entry # \_\_\_\_\_

Batch #-----

Date:\_\_\_\_\_

**STUDENT SERVICES, INC.  
MILLERSVILLE UNIVERSITY  
MILLERSVILLE, PA 17551**

Please issue a check in the amount of \$ \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer /President Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

General Ledger Code: \_\_\_\_\_

Mail to Above Address: \_\_\_\_\_

Pick Up Check: \_\_\_\_\_

or

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form #1 must be completed and attached to invoices and/or receipts before check will be issued.**