

■ For anyone filling out the disbursement form  
 ■ For Treasurers and Check Writers

## UCLA Residential Life Disbursement Request Form

**IMPORTANT:  
ATTACH ALL RECEIPTS**

**Requesting funds from:** \_\_\_\_\_  
Association Name (if applicable) Budget Name (ex. Floor #, RGC, Stipends, Funding Board, FIR, Programming Board, etc.)

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_ **AMOUNT OF THIS CHECK: \$** \_\_\_\_\_  
Print legibly and MUST use legal name

**PAYEE CONTACT INFORMATION:** \_\_\_\_\_  
E-mail Phone #

**PROGRAM INFO:** \_\_\_\_\_  
ERES # (if ResLife Program) + Program Title Program Date

**FOR STUDENT ORGANIZATIONS:** \_\_\_\_\_  
Student Organization Name and Program Location

**SPECIFIC PURPOSE/USE OF FUNDS:** \_\_\_\_\_

**Certification:** I certify with my signature that I, my Organization and its officers, accept full responsibility the compliance with the University, On-Campus Housing and Association regulations, and agree to supply receipts for this Disbursement.

**Programmer:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Print Name Signature

**PROGRAMMER CONTACT INFORMATION:** \_\_\_\_\_  
E-mail (if different from Payee) Phone # (if different from Payee)

**Residential Life Staff:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Treasurer, ARD or RD) reviewing and approving Print Name Signature

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

**ResLife Funding Board Admin** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Print Name Signature

**Check Writer** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Print Name Signature

**MEMO:** \_\_\_\_\_ **Account Charged:** \_\_\_\_\_ **Check No.:** \_\_\_\_\_

**2** Write the name you want on the check

For debit card purchases: write merchant/store name

**1** Write what budget the money will be coming from  
 e.g. Sproul Cove Landing / Landing 6 or Rieber Hall / RGC Stipends

**5** Write your program title, ERES # (if applicable), and date

For student orgs: also write your organization's name and the program location

**7** Fill out your information

If the check is made out to a vendor, this is who will be contacted to pick up the check

**8** Have your Treasurer, ARD, or RD review and sign this form

Please note that no two signatures on this disbursement form can be from the same person. E.g. if your Res Life Association Treasurer is writing this check, they may not sign this line because they will need to sign the Check Writer line below.

**3** This line is for you to make note of any partial payments, write approval date of the use of association funds in association minutes, make note of multiple disbursements used to write a single check, etc.

**4** Write what account/line item these funds are being used from

**5** After printing the check, write the check # here

For debit card purchases, write DEBIT

**2** Check Writers/Treasurers: print and sign your name after reviewing the disbursement form and making sure all needed information is present and correct. E.g. the receipt(s) total to the correct amount, that funds were spent on the listed in the specific purpose/use of funds line, etc.

**3** Write the total amount you are requesting for this check

**4** Fill out payee contact information

This is who will be contacted to pick up the check (unless it's a vendor -- the programmer will be contacted)

**6** Fill out use of funds

Please be as specific as possible

**1** You don't need to worry about this line

But if you were curious, this line is for the Funding Board Admin (Michelle Le) to sign when approving Funding Board funds, etc.