

SCC Payment Form

Today's Date: _____

Date Check is needed: _____

Name check is made out for: _____

Address for check to be addressed to: _____

Reason for the check:

- Reimbursement
- Student Activity
- Registration
- Goods/Services
- Membership/ Subscription
- Other

Name of Club: _____

Officer dropping off invoice: _____

Email: _____

Should the check be:

- Picked up by officer of club
- Mailed to address indicated above

If individual not associated with Longwood University a tax id is required

Tax id number: _____

****If this check is being made to individual please fill out the following information**

Name: _____

Services Provided: _____

Email: _____

Phone Number: _____

Is this person a student of Longwood University: _____

Is this person employed by Longwood University: _____

Is this person a faculty member of Longwood University: _____

*Please note that Marissa will contact this individual to follow up on more information regarding the services they provided to the club.