

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.