



Office of Student Activities
John Tyler Community College
13101 Jefferson Davis Highway
Chester, Virginia 23831-5316
(804) 706-5189
Fax: (804) 768-6601
www.jtcc.edu
studentactivities@jtcc.edu

Student Activities Check Request Form

ISSUE CHECK AS FOLLOWS:

To:
Amount:
Purpose:
Organization:
Student Representative:
 Email or Phone No:
Organization Advisor/Sponsor:
 Email or Phone No.:

Approved by:

The Office of Student Activities on: _____ (date)

By: _____
Title: _____

By: _____
Title: _____

For Business Office Use Only:

Checking Account: _____
Internal Account: _____
Check Number: _____

Checks will be held for pickup at the Chester Campus Cashier's Office unless otherwise indicated.

Additional Comments/Special Instructions: