

SF SANTA FE COLLEGE

Fund 6 Memorandum

To: Dennis O'Hearn and Renee Henry
Office for Finance F-030

Please charge the Fund 6 account, listed below, for costs associated with the student organization, club or SG expense as described below.

Name of Student Organization: _____

Fund 6 Account Number of Organization: _____

Amount of Purchase (or Request for Funds): _____

Funds are Payable to: _____
(Include first and last name and ID number or name of vendor)

Purpose of the Request: _____

Name of Officer

Signature of Officer

Officer Position

Date

Name of Advisor

Signature of Advisor