



EVENT PAYMENT REQUEST by Check or Credit Card
CSBRC Funded Events Only

\*\*\*Payment requests must be received at the minimum of 21 days prior to event for check payment, 15 days for credit card payment.

\*\*\*Include event website or event flyer with as much documentation as possible to process payment.

Date Requested: \_\_\_\_\_

Date Payment required: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Club: \_\_\_\_\_

Student requesting: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

PAYMENT TO (Include mailing address or website address):

AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check one: [ ] Check Request for event: attach invoice or flyer/event info, allow 21 days for CHECK processing
[ ] Check to be taken to event by team.
[ ] Check to be mailed by Bradley to Event Host.
[ ] Online Registration & Credit Card Payment: include website, log-in & password - allow 15 days

Team event – Attach roster or list event attendees/team members:

Team Member

Student ID#:

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Received/Approved \_\_\_\_\_