### SLP: Student Activities Expense Voucher

**Full Group Name:** The Tech

**Date Submitted:**

**Payable To:**

**Expense Detail**

- **Amount (US$):**

- **G/L (see list):**

- **Expense Description:**

**Check Delivery Information**

- **Email:** -OR-

- **Mail To:**

**Authorized Student Financial Signatory**

- **Auth. Name:** please print

- **Auth. Signature:**

**Processing Information**

- **Student Life Programs:** W20-549
- **(617) 253-3680 funds@mit.edu**

**FOR OFFICE USE ONLY:**

- **Delivery Method:** Picked-up / Mailed / Completed

- **Delivery Date:**

- **Name:** please print

- **Signature:**

---

### Request for Payment Form

**FOR OFFICIAL USE**

- **Input onto Biz Computer**
- **Processed**
- **By (Initial):**
- **Check/PO Trans. Number:**
- **Date Written:**

**DIRECTIONS**

1. Consult budget categories below, and fill out the requested information for each item.
2. Get signatures from the appropriate editors.
3. Fill out the fields to the left.
4. Fill out the fields marked with a bullet in the SLP voucher below.
5. Attach this form and all receipts with the provided paper clips, and drop it off in the Submitted RFPs folder on the Business Office door.

### Budget Categories

- **Administrative**
  - Advertising
  - Bound Volumes Circulation
  - Payroll Expenses
  - Business Staff
  - Darkroom Manager
  - On The Town Editor
  - Technology Staff
- **Postage Printing**
- **Telecom**
- **Chairman**
  - Food
  - Issue Food
  - Prod Munchies
  - Manboard Meals
  - Banquet
  - Venue
  - Gifts
  - Miscellaneous
  - Recruiting & R/O
  - Food
  - Posters & Copies
  - Summer Mailing
  - Office Maintenance
  - CAC
  - Furniture
- **Chairman (cont’d)**
  - Other
  - Kitchen Products
  - Subscriptions
  - Transportation
  - Taxis
  - Long Distance
  - Birthdays
  - Business Cards
  - Monthly Events
  - Professional Development
  - IM Sports
  - Talbot House
  - Miscellaneous
  - News Dept.
  - Wire Service
  - Staff Guides
  - Misc
  - Staff Dinner
- **Managing Editor**
  - Misc
  - Staff Dinner
- **Business Dept.**
  - Beverage Services
  - Copier Service Contract
  - Office Supplies
  - PO Box Rental
  - Postage Meter Rental
  - Shipping
  - Toner
  - Miscellaneous
  - Staff Dinner
- **Opinion Dept.**
  - EditBoard Dinners
  - Editorial Cartoons
  - Miscellaneous
  - Staff Dinner
- **Arts Dept.**
  - Reviews
  - Restaurant
  - Film
  - Music
  - Book
  - Misc
  - Staff Dinner
- **Sports Dept.**
  - Misc
  - Staff Dinner
- **Photography Dept.**
  - New Equipment
  - Darkroom Supplies
  - Film & Developing
  - Professional Development
  - Repair & Maintenance
  - Equipment
  - Other
  - Staff Dinners
- **Technology Dept.**
  - Books & Manuals
  - Memory
  - New Equipment
  - New Software
  - Storage
  - Miscellaneous

### Table

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
<th>Budget Dept.</th>
<th>Budget Category</th>
<th>Dept Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Rev. 2/15/2003**