



**ASSOCIATED STUDENTS**  
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## CAMPUS ORGANIZATIONS RECEIPT LETTERS

**Date:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Check Number:** \_\_\_\_\_

Receipts for the check made out to \_\_\_\_\_ for the amount of \$ \_\_\_\_\_

are not available because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Our organization recognizes and authorizes that the funds were used for \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Thank you for your help in this matter.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position in Organization:** \_\_\_\_\_