

Reimbursement/Payment - Student Organizations

DIRECTIONS:

For Reimbursements:

If reimbursing a student for items they have already purchased for your organization, attach itemized receipts to this form (photocopied receipts or printouts of emailed receipts are acceptable). The Treasurer must sign this form to authorize reimbursement. Treasurer may then submit any authorized requests to Student Services. **PLEASE NOTE: "Pay to", "Requestor", and "Treasurer" names cannot be all the same person. If the Treasurer needs to be reimbursed, he/she must have another E-Board member sign the requestor line in order for a check to be written to the treasurer. This system keeps our checks and balances in place.** Please staple your receipts to the **back** of this form.

For Direct-to-Vendor Payments:

The person who will be responsible for picking up this check should be the requestor. "Make Check Payable to" will be the vendor's name. Attach your itemized receipt (photocopied receipts or printouts of emailed receipts are acceptable - as long as they are itemized). The treasurer must sign this form to authorize this payment. Treasurer may then submit any authorized requests to Student Services. You will be responsible for mailing your check (keep receipts for any postage, so you can get reimbursed.) Again, please staple your receipts/invoices to the back of this form.

Student Organization
To Be Charged:

Date Submitted to
Student Services:

EXPENSES

Item	Vendor Name:	Amount:	For:	Extra Description (Optional):
1				
2				
3				
4				
5				
6				
7				
8				
9				

10	Expense/Receipt Total \$ -	CHECK PICK-UP NOTES: Check Number: Notes from Office of Student Service:
CHECK PAYMENT DETAILS		
Make Check Payable to:		
In the Amount of:		
Payment Requested by:		
Requestor's Signature:		
Treasurer Name:		
Signature of Treasurer to Authorize Payment*:		

* Signature is authorizing the check to be picked up by whom the check is written to. Notify Office of Student Services if otherwise.