

# Reimbursement/Payment - Student Organizations

## DIRECTIONS:

### 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 Affairs. **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.

### Direct-to-Vendor Payments

Attach your **itemized invoice** (photocopied invoices or printouts of emailed invoices are acceptable). The treasurer must sign this form to authorize this payment. Treasurers may then submit the requests to Student Affairs along with the name and mailing address of the vendor or organization the payment is being made to. When the check is ready, Student Affairs will mail the check to the address provided.

Student Organization To Be Charged:

Date Submitted to Student Affairs:

## EXPENSES

Vendor Name:	Amount:	Description:

**Total: \$**

## CHECK PAYMENT DETAILS

## TO BE COMPLETED BY STUDENT AFFAIRS

Make Check Payable to:

Check Number:

In the Amount of:

\$

Amount Remaining in Account:

Payment Requested by:

Requestor's Signature:

Notes:

Treasurer's Name:

Signature of Treasurer to Authorize Payment\*:

\* Signature is authorizing the check to be picked up by whom the check is written to. Otherwise, please notify Student Affairs.