

# Reimbursement/Payment - Student Organizations

**DIRECTIONS:**

**For Reimbursements:** If reimbursing a student for items they have already purchased for your organization, attach receipts to this form (Photocopied receipts or printouts of emailed receipts are OK - as long as they are ITEMIZED). Use one form per student (so if the same person bought items at several different stores, you can list all purchases on this single reimbursement form). Simply list each receipt in its own row, below, using the store's name as Vendor Name. 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 OK - as long as they are ITEMIZED). Write the Vendor's name & amount in the spaces provided. The Treasurer must sign this form to authorize this payment. Treasurer may then submit any AUTHORIZED requests to Student Services. Please note that we do not mail Vendor Payments! 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.

**ALL:** Please describe this expense in the "For" column. Note that SIGNED/AUTHORIZED Reimbursement & Payment. Olivia will email you when your check is ready to be picked up. **Please note that we do not mail checks.**

<b>Student Organization To Be Charged:</b>	<b>Date Submitted to Student Services:</b>
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## EXPENSES

Item	Vendor Name:	Amount:	For:	Extra Description (Optional):
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

<b>Expense/Receipt Total \$</b> -	<b>CHECK PICK-UP NOTES:</b>
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## CHECK PAYMENT DETAILS

Make Check Payable to:		Check Number:
In the Amount of:		Received by:
Payment Requested by:		Date:
Requestor's Signature:		Special Notes:
Treasurer Name (Typed):		
Signature of Treasurer to Authorize Payment:		