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. D@95G9'BCH9." DUMITET YET YGTET UBX'THIYUGI TYFT BUBY YGTET WY 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 of this form.

Direct-to-Vendor Payments

Student Organization To Be Charged:

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.

Date Submitted to Student Affairs:

		Ε>	(PENSES		
Vendor Name:	Amount:	Des	cription:		
Total: \$					
CHE	ECK PAYM	ENT DETA	ILS		
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	dup by whom the chec	k is written to. Otherw	vise, please notify Student Affairs.	