

SGA Reimbursement Form

Club or Organization		
Organization President, 📮 Campus Box, and ☎ Phone Number		
Advisor Signature		
Event		
Date of Event		
Item or service receipt for		
Method of Reimbursement: <i>Please check one item only →</i>	<input type="checkbox"/> Check Request Make payable to: _____ Campus Box # _____ _____	<input type="checkbox"/> Inter-Account Transfer Transfer into Account: # _____ - _____ - _____
Amount Requested <i>(Please check your budget for amt. allocated)</i> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 150px;">\$</div>		

1. Receipts must be turned in no later than 5 days after your event has taken place.
2. Attach all receipts and highlight appropriate items
3. You may be denied reimbursement if any item is not completed on this form.
4. Student Government will not reimburse individuals who do not follow the established budgetary guidelines.
5. Send all items to Deborah Brown. If you have any questions, contact the OSA at ext. 8254.