

## **Student Affairs Reimbursement Request Form**

### **Please note:**

- Cash advances are not permitted under SGA fiscal policy.
- Receipts **MUST** be submitted for EACH expenditure.
- **\*Receipts MUST be itemized; indicating exactly what items were bought & quantity\***
- **\*Receipts MUST have purchaser's (original) signature near the total charged amount\***
- Should your reimbursement include food or beverage items, a list of attended students **MUST** be attached to your request
- Please paper clip receipts to this form, do not staple
- SGA is tax exempt. Please mention this at point of sale when making purchases. Sales tax **will not** be reimbursed. You may contact Student Affairs for more information.
- **\*Reimbursement requests not received within 30 days from the date of the program/event will not be processed\***

**Date of Request:** \_\_\_\_\_ **Club/Organization:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Purchase Amount:** \$ \_\_\_\_\_ (sales tax will not be reimbursed)

**Specific Description and Reason for Purchase (i.e. items/goods for what event/trip/etc.):**

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**Purchaser Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adviser Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if applicable)

*Please allow approximately two (2) weeks for your reimbursement check to be processed and mailed out to you through the Bursar and University Park.*

### ***Office Use Only***

**Budget #:** \_\_\_\_\_ **Fund #:** \_\_\_\_\_ **Cost Center:** \_\_\_\_\_

**Budget Administrator's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_