

Student Organization Reimbursement Request Checklist

All requests must be approved by Katie Lamp

To submit a request for reimbursement, you must include several pieces of required documentation in order for Donna Cucina in Administrative Services to properly process your request. You must include a **completed and signed copy of the below checklist with all requests** to ensure that you have included all necessary documentation for your request.

Please review, complete and sign the following:

I have included the following documentation in my request and understand that any missing documentation can result in a delay in my request being processed.

- A flier/email/Facebook announcement demonstrating promotion of the event or meeting
- An attendance list for the event
- Original and itemized receipts for all purchases for which I am requesting reimbursement

By signing below, I understand that if I do not include all of the above required documentation in my request, this may delay the processing of my request and disbursement of reimbursed funds.

By signing below, I agree that I am either the current Treasurer of the student organization from whom I am requesting funds or I have cleared the above request with the current Treasurer of the student organization from whom I am requesting funds.

Signature: _____

Printed Name: _____

University Email address (required): _____

Date: _____