CLUB REIMBURSEMENT FORM

☐ Student reimbursement  ☐ Vendor reimbursement
Student Name: ___________________________ Vendor name: ___________________________
Student ID: ___________

Date Submitted: ___________

Club Name: ______________

Name of Club event: ___________________________

Description of purchase: ___________________________

Total amount requested: ___________________________

Club Treasurer Signature: ___________________________ Date: ___  ___

By signing this I acknowledge that all items have been received and are for club use only.

Before submitting your reimbursement, make sure the following is completed:

- Fill out this Student Club Reimbursement Form in its entirety.
- Attached original receipts to this form. Copies of receipts cannot be accepted.
- All receipts should include tax (clubs are not tax exempt entities).
- Receipts shall not include alcohol purchases.