STUDENT CLUB
REIMBURSEMENT FORM

Student reimbursement _____ or Vendor reimbursement _____
(Check One)

Date submitted:

Student or Vendor name:

Student ID:

Description of purchase:

Total amount requested:

Club name:

Name of club event:

Signature approval of club treasurer:

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).

• Alcohol may not be purchased using club funds; receipts shall not include alcohol purchases.