

Einstein Student Council Club

Reimbursement/PO Request Form

Certain expenses are not approved for reimbursement. These include alcohol, and items for personal use (uniforms, T-shirts, and other items that are not publicly available to all students). Further details on acceptable purchases are available. In order to be eligible for reimbursement, all events must be announced to the entire school and open to all members of the Einstein community. Reimbursements must be submitted within 30 days of the event. You must attach itemized receipts for all expenses. No exceptions.

- **Please select the option that applies***

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Individual Reimbursement Request

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Purchasing Order (PO) Request

- **Name of Organization***

- **Date of Event***

Month

Day

Year

- **Student or Vendor to be Reimbursed***

- **Email address of Student***

- **Phone number of Student***

- **Reason For Reimbursement***

- **Total Amount for Reimbursement***

- **Itemized Expenses***

- **Please upload a copy of your receipt(s), if applicable.**

Submit