

## Reimbursement Approval Form

No reimbursements will be processed without the prior approval of the Assistant Director of Student Activities. All reimbursements can be questioned and denied by the Assistant Director or the Director of Student Activities.

Upon approval, please obtain a tax-exempt form from the Assistant Director of Student Activities. If you fail to do this, you will not be reimbursed for the taxes applied to your purchase.

You must submit all original receipts, within two weeks of the purchase, to the Assistant Director of Student Activities. Loss of receipt will result in the denial of the reimbursement.

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Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Purpose of Reimbursement Request (item/s needed): \_\_\_\_\_

\_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

\_\_\_\_\_

Approximate cost of item/s: \_\_\_\_\_

\_\_\_\_\_  
Signature/Date of Requestor

\_\_\_\_\_  
Signature/Date of Advisor

Office only:

Approved:  Yes  No

Notes:

\_\_\_\_\_  
Signature/Assistant Director of Student Activities