STUDENT
GOVERNMENT
U.SGA
ASSOCIATION

Reimbursement Form for Student Organizations

Student Organization Name: _____

Date: _____

Point of Contact:

Name: _____

Phone Number: _(_____)_-_____-_____

E-mail: _____

List of Receipts and Amounts of reimbursement needed:

_____

_____

_____

_____

_____

Make sure to attach necessary event flyers and receipts. All receipts must be signed. Failure to attach necessary materials will result in delays in the reimbursement process.

If you have any questions, please contact the Business Manager (contact information available on the SGA organization web page, www.usd.edu/orgs/sga).