

Request for Reimbursement Form*
(Prior to College Association budget approval)

A. Directions:

1. Fill out this form in its entirety and return to Ms. Nicole Hector, College Association Office – Room 214TH

Deadline: Fall Term – November 1, 2007
 Spring Term – March 1, 2008 (Only clubs newly chartered in the spring are eligible to apply.)

2. Check with Ms. Hector within three (3) school /business days to verify approval.

3. If approved attach this form to the final revised budget which must be submitted to the College Association.

4. Once the College Association approves the budget, upon submission of a voucher and documentation, (receipts), you will be reimbursed. No reimbursement will be issued if not accompanied by receipt.

B. Amount requested to be reimbursed: \$ _____ (Maximum is \$300)*

C. Purpose of the expenditure (be specific): _____

D. Explain why this expenditure cannot wait until the College Association approves the budget: _____

E. I certify that this request is necessary for the operation of this organization and if my club is not chartered, I understand that I will not be reimbursed:

Name of Individual Submitting this Form: _____

Signature of Student: _____ Date: _____

Title/Position in the Organization: _____

Phone #: _____ Email address: _____

Note:

- 1) **No student activity fee funds may be spent until they are approved by the College Association or until this “Request for Reimbursement” is approved.**
- 2) **The “Request for Reimbursement” is only approved once Ms. Nicole Hector has signed below.**

-----Do Not Write Below This Line-----

This “Request for Reimbursement” Has Been Approved: _____
 Ms. Nicole Hector Date

 Dean Michael Escott Date & _____
 Ms. Antonella Petruso Date

 President, USG Date **OR** _____
 President, GSA Date

*One form per organization