

Student Organization Reimbursement Form

Organization	Contact Person	Phone Number	Email Address

Event Name	Event Date	TAMUK Agency Account Number

Option 1:

Reimbursement Request (**No checks will be issued. Funds are deposited into your agency account.**)

- Tape **original** receipts to an 8 ½” by 11” sheet of paper and attach to this form (**TAX & GRATUITY NOT INCLUDED**)
- If food is being reimbursed (from a grocery store or restaurant), also attach a list of participants
- If any credit card was used, attach a copy of it with at least the last four numbers visible and with credit card holder Photo ID
- If check was used, must show proof of check cleared in bank
- If being reimbursed for conference and affiliated expenses, registration information to prove attendance is required

**Reimbursement requests take 3-4 weeks to process in the Business Office; reimbursements will be transferred into agency account*

	ITEM	VENDORS	TOTAL (TAX & GRATUITY NOT AUTHORIZED)
Receipt #1			
Receipt #2			
Receipt #3			

Option 2:

L Document Request (To Request a Check or Payment)

X _____

Student Activities Approval

- You must speak to Leadership Coordinator in Student Activities prior to selecting this option and get approval signature above
- This option is to obtain a purchase order number so vendor can bill TAMUK directly or to request a check that would be written directly to vendor for an outstanding invoice
- Must have vendor's W-9, list of participants (if applicable), registration forms (if applicable) and invoice or estimate/quote

President or Treasurer's Approval

Date

Advisor's Approval

Date

Date Stamp Area

OFFICE USE ONLY
DATE PROCESSED:
PROCESSED BY: