



CLUB REIMBURSEMENT FORM

Student reimbursement

Student Name: _____

Student ID: _____

Vendor reimbursement

Vendor name: _____

Date Submitted: _____

Club Name: _____

Name of Club event: _____

Description of purchase: _____

Total amount requested: _____

Club Treasurer Signature: _____ **Date:** _____

By signing this I acknowledge that all items have been received and are for club use only.

Before submitting your reimbursement, make sure the following is completed:

- Fill out this Student Club Reimbursement Form in its entirety.
- Attached original receipts to this form. Copies of receipts cannot be accepted.
- **All receipts should include tax (clubs are not tax exempt entities).**
- Receipts **shall not** include alcohol purchases.