Application for Funds

CHECK _____ Direct Deposit _____ PO# _____ FUND TRANSFER _____

TODAY'S DATE _____ AMOUNT _____

PAY TO _____

ADDRESS _____

_____

_____

CLUB/ORGANIZATION/HALL _____

BUDGET NUMBER:

8	2					-	5	9	0	1	5	-						-	9	7	-					

TYPE OF EXPENSE/REIMBURSEMENT (CHECK ONE)

_____ ADVERTISING (71171)	_____ DUPLICATING/COPY (71179)	_____ POSTAGE (71212)
_____ SUPPLIES (72001)	_____ ENTERTAINMENT (72450)	_____ FOOD (72454)
_____ EQUIPMENT (72310)	_____ FACILITY RENTAL (72592)	_____ CONFERENCE (77020)
_____ FLOWERS (72455)	_____ CONFERENCE FEES (77020)	_____ TRAVEL (77020)
_____ GIFTS (72503)	_____ EVENT EXPENSES (72450)	_____ MISC (72001)

BUSINESS PURPOSE_____

_____

(This must explain who, what, where, when & why.)

For reimbursement associated with the purchase of meals, prizes or gifts, please list the names of the recipient(s) or participants.

_____ _____ _____

_____ _____ _____

REQUESTED BY _____

(Phone)

REIMBURSEMENT PROCESS

If you have incurred a budgeted expense for your club/organization/hall, you may apply for a reimbursement by completing this form. In addition to completing this form, you will also need the following:

* Original, itemized receipt from vendor/company, a credit card slip alone will not be accepted.
* For clubs only, the advisor's signature must appear on receipt.
* If obtaining a reimbursement for an invoice, you will need to submit a cancelled check or credit card statement showing proof that you have paid the invoice.

Student Union Treasurer's Office
314 C and D LaFortune Student Center
574-631-7417