

## STUDENT CLUB EXPENSE PERSONAL REIMBURSEMENT

**Please sign receipt/invoice and attach to this form. Personal purchases are not tax exempt.**

TODAY'S DATE: \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

ACCOUNT NUMBER USED TO PAY EXPENSE: \_\_\_\_\_

WHO ARE WE REIMBURSING? \_\_\_\_\_

AMOUNT TO BE REIMBURSED: \_\_\_\_\_ DATE OF PURCHASE: \_\_\_\_\_

IS THIS EXPENSE FOR A MEETING?  NO  YES (IF YES, ATTACH LIST OF ATTENDEES WITH DATE AND PURPOSE OF MEETING)

IS FOOD BEING PURCHASED?  NO  YES (IF YES, ATTACH LIST OF ATTENDEES AND WHAT TYPE OF FUNCTION)

DESCRIPTION OF ITEM(S)/SERVICE PURCHASED:

**ATTENTION FACULTY/ADVISOR:**

PLEASE INITIAL HERE TO INDICATE THAT EXPENSE IS APPROVED **AND** ACCOUNT# HAS BEEN VERIFIED

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