

# Reimbursement Request

**\*Make sure all receipts are SIGNED by the person to be reimbursed, a club officer and your club advisor.**

**\*Attach the receipts to this form or tape them to a separate sheet of paper and staple to this form.**

***\*Allow two weeks for processing and the money to be deposited in your account.***

Club Name: \_\_\_\_\_

Person to be reimbursed: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail address: \_\_\_\_\_

Item(s) purchased and reason: \_\_\_\_\_

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**\* In order to receive reimbursements, all students and advisors must be set up for direct deposit with eConnect.**

## Club Approval

Amount: \_\_\_\_\_ Club Funds: \_\_\_\_\_ Student Life Funds: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Club Officer's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

For Student Life Use Only
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Student Life Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Club Account Number: \_\_\_\_\_

Student Life Account Number: \_\_\_\_\_

Processed by Student Life Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

