## STUDENT ORGANIZATION REIMBURSEMENT FORM

Please submit completed form to the SBA Treasurer's folder in Student Org Lounge, Cubicle #1. If you have questions please contact <u>SBATres@law.cwsl.edu</u>.

1.	Reimbursement Requested: [] Check Request (\$50 and over) [] Petty Cash (under \$50)			
2.	Organization (Full Name):			
3.	Event Name (see approved Event Approval Form):			
4.	vent Date: 5. Number Attended (include roster):			
6.	Provide a brief explanation of the event, including its business purpose:			
7.	Total Amount Requested: \$		imbursement from	Dues Account Only? []Y/[]N
۶.	Payable To:(Legal Name)			
11	Please include one of the following	g: [] Original Itemi	zed Receipt []	Missing Receipt Form
12	2. Delivery Instructions:	[] Hold for Picku	.[] qu	Mail
13	<ol> <li>Request Authorized By (cannot be</li> </ol>	e person getting reimb	oursed):	
Na	ame:		Position: [	] President [] Treasurer
			-	oved:
**************************************				
D				e:
Г				
	[] SBA Budget			e:
	[]Dues	Amount: \$		
S	SBA Treasurer:			Date Approved:
S	Student Services – Received By :			Date Received:
	Event Approved:	YES / NO		Date Approved:
	Approved By:			Date Approved:
E	Business Office – Received By:			Date Received: