Student Government Association (SGA)
Reimbursement Request Form

Please note:
- Cash advances are not permitted under SGA fiscal policy.
- Maximum reimbursement $300 (without prior approval).
- Receipts MUST be submitted for EACH expenditure.
- Receipts MUST be itemized (indicating exactly what items were bought and the quantity).
- Receipts MUST have purchaser’s (original) signature near the total charged amount.
- Please paper clip receipts to this form.
- SGA is tax exempt. Please mention this at point of sale when making purchases. Sales tax will not be reimbursed.

Date of request: __________ Club/Organization: ____________________________

Name: ____________________________
Address: _______________________________________________________________
_______________________________________________________________________

Amount for purchase: $________________

Description and Reason for Purchase (be as specific as possible):
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature of Club Representative: __________________ Date: __________

Signature of Club Adviser: ____________________________ Date: __________

Please allow approximately two (2) weeks for your reimbursement check to be processed through the Bursar and University Park.

Office Use Only
Budget #: _______________ Fund #: ___________ Cost Center: _______________________
SGA Adviser Approval: ____________________________ Date: _________________________