

Student Organization Disbursement/Reimbursement Request Form

**This form must be approved by the Student Life Director
IN ADVANCE OF PURCHASES**

Please complete this form at least 10 business days in advance of purchase.

If Agreement for Services is required you must allow 5 weeks in advance.

Purchases cannot be made using a student member's personal money, we are NOT able to reimburse students.

Name of Organization					
Amount Requested	\$	Preferred Vendor			
Program Date		Program Time			
Program Title					
Funds Requesting	Student Club Funds			Student Life Funds	
Program Category	Inclusion	Wellness	Engagement	Service	Leadership
Purchase Description					
Please describe in detail how the funds requested would be utilized					
Additional Information					
	Signature			Date	
Organization Executive Board Member					
Organization Advisor					
FOR OFFICE USE ONLY					
Director Student Life					
Additional Approval if applicable					
Amount Approved	\$				