



## 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.

<b>Name of Organization</b>			
<b>Amount Requested</b>	\$	<b>Preferred Vendor</b>	
<b>Program Date</b>		<b>Program Time</b>	
<b>Program Title</b>			
<b>Program Category</b>	Inclusion	Wellness	Engagement Leadership/Service
<b>Purchase Description</b>			
<b>Please describe in detail how the funds requested would be utilized</b>			
<b>Additional Information</b>	<b>(If requesting for disbursement money to advisor in advance of purchase please state reasons why. RECEIPTS MUST BE TURNED IN UPON COMPLETION OF TRANSACTION)</b>		
	<b>Signature</b>		<b>Date</b>
<b>Organization President or Secretary</b>			
<b>Organization Advisor</b>			
<b>FOR OFFICE USE ONLY</b>			
<b>Director Student Life</b>			
<b>Additional Approval if applicable</b>			
<b>Amount Approved</b>	\$		
<b>Qual # (Account)</b>		<b>Amount Denied</b>	\$

