

## Reimbursement/Club Fund Request

**Reimbursement Request**

- \*Make sure all receipts are SIGNED by the person to be reimbursed
- \*Attach the receipts to a separate sheet of paper and staple to this form.

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

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

*\*Allow two weeks for processing and the money to be deposited in your account.*  
**ALL INFORMATION MUST BE COMPLETED FOR REQUEST TO BE PROCESSED**

Club Name: \_\_\_\_\_ Account # \_\_\_\_\_

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

**Club Funds Request**

- \*This form is to be used when requesting a cash advance from your club account.
- \*Receipts for purchases or event must be returned within 5 days of receipt of funds. Advisor, officer & recipient signatures are required on each receipt.

**Reason for Withdrawal:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

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

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

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

**Club Approval**

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

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

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

**For Student Life Use Only**

Student Life Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Processed Date: \_\_\_\_\_ Initials \_\_\_\_\_