

REGISTERED STUDENT ORGANIZATION REQUEST FOR REIMBURSEMENT

RSO NAME: _____

AMOUNT OF REIMBURSEMENT: _____

PERSON TO BE REIMBURSED: _____
(REIMBURSEE)

PURPOSE OF REIMBURSEMENT: _____

ATTACH ORIGINAL, **ITEMIZED** RECEIPTS OR INVOICES TO FORM AND BRING TO TRABANT RM. 218 FOR APPROVAL. **REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT RECEIPTS.** RECEIPTS MUST BE FOR PURCHASES COMPLETED DURING THE CURRENT FISCAL YEAR, JULY 1, 2012 THROUGH JUNE 30, 2013.

THE REIMBURSEE'S SIGNATURE BELOW CERTIFIES THAT THE PURCHASES WERE FOR ORGANIZATION'S USE ONLY:

SIGNATURE _____ DATE: _____

I CERTIFY THAT THE ABOVE IS A TRUE AND ACCURATE STATEMENT OF EXPENSES INCURRED BY A MEMBER OF THE REGISTERED STUDENT ORGANIZATION.

TREASURER'S
SIGNATURE: _____ DATE: _____

PRINT NAME: _____

NOTE: ALL REIMBURSEMENTS MAY TAKE UP TO ONE WEEK TO BE PROCESSED