

# Student Government Association

## Reimbursement Request Form (Please include receipts with this form)

1. Name of Organization

2. Person Submitting Request:                      Other (Please specify):

Student

Faculty/Staff

3. Name of person submitting request:                      E-mail:                      Phone:

4. Faculty/Alumni Advisor:                      E-mail:                      Phone:

5. Reimbursement Type:                      Reimbursement Amount:

Appropriations

Co-sponsorship

Travel Grant

6. Send Reimbursement to (Choose one option):

22-Digit Banner Account/FOAPAL # (if applicable):

Banner Account/FOAPAL (on-campus)

Organization Account (off-campus)

Individual Account (off-campus)

7. Name of individual or organization receiving payment:

J# for individual or organization receiving payment

Address of individual or organization receiving funds (include city, state, and zip):

8. Please sign here. By signing, I understand any funds spent over the approved amount are the responsibility of the individual or the organization and not SGA.