



Office of Student Life
Downtown Campus Room 130
Phone: 804.523.5082
Fax: 804.523.6264
Parham Road Campus
Trailer R24 1A
Phone: 804.523.5983
Fax: 804.523.5112

Student Club Reimbursement Form

If requesting a reimbursement, please make sure your purchase was pre-approved by the Office of Student Life. If your purchase hasn't been pre-approved, you run the risk of not being reimbursed. After approval and purchase, please complete this form and submit with all original receipts/invoices to the Office of Student Life no later than 10 business days after the event date.

Club/Organization Name: _____

Is this a reimbursement request for an event or meeting (circle one)? Event Meeting

Name of event or meeting where funds were used: _____

Make check payable to: _____

Student or Employee ID#: _____ Date: _____

Amount to be paid on THIS request: \$ _____

Deliver check: [] PRC Business Office [] DTC Business Office [] By U.S. Mail

Address to be sent (if requesting check to be mailed): _____

Club Member completing this form (student): _____

Phone: _____ E-mail Address: _____

Signature of Advisor Date Signature of Club Member Date

The following is to be completed by the Office of Student Life:
Submitted to Student Life on: _____ Approved or Denied or Changed? _____
If changed, how much funding is approved? _____

Signature of Student Life Staff Member: _____