

# Reimbursement Form

Organization: \_\_\_\_\_

Organization Index Number: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please list description(s), category in accordance with FY20 budget bill and amount of reimbursement needed. Attach original and signed receipts.

Description	Category	Amount
<b>EX:</b> Pizza for fall recruitment	<b>EX:</b> Food	<b>EX:</b> \$46.89
<b>EX:</b> Posters for recruitment	<b>EX:</b> Marketing/Adv.	<b>EX:</b> \$35.13
<b>EX:</b> DJ for October social	<b>EX:</b> Ent./Speakers	<b>EX:</b> \$250.00
<b>EX:</b> Tape for posters	<b>EX:</b> Other/Misc.	<b>EX:</b> \$3.76
<b>Total:</b>		<b>EX: \$335.78</b>

\_\_\_\_\_  
Reimbursement Recipient

Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Finance

Date: \_\_\_\_\_

All receipts must be signed! If your receipt is for food, you must have a sign in sheet from the event. Reimbursement recipients must have a W-9 form filed with the University to receive reimbursement. Failure to follow the process correctly will result in a delay of reimbursement, the necessity of redoing your reimbursement form, or denial of reimbursement.

Questions? Contact Sophia Lima, SGA Director of Finance  
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