Reimbursement Form

Organization: ________________
Organization Index Number: ________________
Name: ________________
Student ID number: ________________
Phone: ________________
Email: ________________

Please list description(s), category in accordance with FY19 budget bill and amount of reimbursement needed. Attach original and signed receipts.

<table>
<thead>
<tr>
<th>Description</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX: Pizza for fall recruitment</td>
<td>EX: Food</td>
<td>EX: $46.89</td>
</tr>
<tr>
<td>EX: Posters for recruitment</td>
<td>EX: Marketing/Adv.</td>
<td>EX: $35.13</td>
</tr>
<tr>
<td>EX: DJ for October social</td>
<td>EX: Ent./Speakers</td>
<td>EX: $250.00</td>
</tr>
<tr>
<td>EX: Tape for posters</td>
<td>EX: Other/Misc.</td>
<td>EX: $3.76</td>
</tr>
</tbody>
</table>

Total: EX: $335.78

Date: ____________________________

Reimbursement Recipient

Date: ____________________________

Business Manager

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 Business Manager
Sophia.Lima@coyotes.usd.edu