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Application for Funds

REQUESTED BY _____

(Phone)

REIMBURSEMENT PROCESS

If you have incurred a budgeted expense for your club/organization/hall, you may apply for a reimbursement by completing this form. In addition to completing this form, you will also need the following:

* Original, itemized receipt from vendor/company, a credit card slip alone will not be accepted. * For clubs only, the advisor's signature must appear on receipt.

* If obtaining a reimbursement for an invoice, you will need to submit a cancelled check or credit card statement showing proof that you have paid the invoice.

Student Union Treasurer's Office 314 C and D LaFortune Student Center 574-631-7417