



Student Body Committee
Petty Cash Reimbursement Form
2014-2015

Student Group Name(s): _____

Student Group Advisor (s): _____

Student Requesting Reimbursement: _____

Event Date: _____

Purpose of Event:

Transaction Date	Item	Vendor	Amount

TOTAL REIMBURSEMENT AMOUNT \$ _____

Student Signature: _____

Date: _____

The following is REQUIRED in order for a reimbursement to be submitted:

- An approved SBC Funding Request Form for this event must be on file
- Reimbursement must be less than \$150.00
- An itemized receipt must be attached
- Itemized receipt must not include personal purchases (only items to be reimbursed)
- Receipt must be submitted within 30 days of the date on the receipt