



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 |
|------------------|------|--------|--------|
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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