

REVENUE

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graph TD; REVENUE --> CompanyInvoice[Company Invoice]; REVENUE --> Fundraising[Fundraising];
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Company Invoice

What we need from YOU!

Finance Form:

<http://swe.cornell.edu/docs.asp>.

Fill out form and send via email to

cornellswe.finance@gmail.com

Invoice:

-send via email

Attendance Sheet: Choose one method below.

-send via email

-drop off in 162 Olin Hall mailbox (in sealed envelope with name and business purpose)

Fundraising

What we need from YOU!

Finance Form: <http://swe.cornell.edu/docs.asp>

Documentation/Email Exchange: send us via email a description or forward an email exchange outlining the type of donation.

EXPENSE

SMC/Wegmans/Staples/Coca Cola

What we need from YOU!

Finance Form:

<http://swe.cornell.edu/docs.asp>.

Fill out form and send via email to
cornellswe.finance@gmail.com

Receipt: Choose one method below.

-drop in 162 Olin mailbox

-send via email

(cornellswe.finance@gmail.com)

Attendance Sheet: (if applicable)

-send via email **OR** drop off in 162
Olin Hall mailbox (in envelope with
name and business purpose)

Personal Credit Card

What we need from YOU!

Finance Form: <http://swe.cornell.edu/docs.asp>

Receipt: Choose one method below.

-drop in 162 Olin mailbox

-send via email (cornellswe.finance@gmail.com)

Travel Reimbursement Form:

To fill out the Reimbursement form, please copy
and paste the following URL in your browser
and fill out all the sections with the yellow box
next to it.

[https://www.fillanypdf.com/SignForm.aspx?
type=encode&id=1816.1641&rand=6341704
72086877336](https://www.fillanypdf.com/SignForm.aspx?type=encode&id=1816.1641&rand=634170472086877336)

Just click your pointer on the section and
start typing. The program is called
FillAnyPdf, and it's very convenient for filling
out electronic forms online. After you're
done, please click the Save & Return button
AT THE TOP of the form.

Note: After submitting all this
documentation, you will receive a check in
approximately 2-3 weeks.