



Treasury Approval



Financial Office

Office of The  
Tufts Community Union Treasury  
**GENERAL REIMBURSEMENT FORM**

This form is to reimburse individuals for past purchases. This form must be turned in within 30 days of the expenditure with **ORIGINAL, ITEMIZED RECEIPTS** for every purchase listed below. Any forms accompanied by invalid documentation — such as invoices, order forms, or copies of receipts — will not be processed. **No organization will be reimbursed for the state sales tax paid on expenses (except for food).**

Reimbursement Payable To: \_\_\_\_\_ Tufts Student ID#: \_\_\_\_\_

Can this individual receive direct deposits from Tufts? (Circle one, leave blank if unsure): Yes/No

Permanent Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Local Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Primary E-Mail: \_\_\_\_\_

Organization Name: \_\_\_\_\_ DeptID: A901 \_\_\_\_\_

<u>Description</u>	<u>Amount</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
TOTAL:	_____

Event Name and/Budget Line Item Purchased:

\_\_\_\_\_

Organization Signatory Name (Please Print): \_\_\_\_\_

Organization Signatory Signature (Please Sign): \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATORIES MAY NOT AUTHORIZE THEIR OWN REIMBURSEMENTS**