# **Sigma Phi Epsilon Reimbursement Form**

**THIS FORM MUST BE SUBMITTED NO LATER THAN 10 BUSINESS DAYS AFTER A PURCHASE IS MADE**

Directions: Fill out all requested information and then securely tape the receipt on the back of this sheet. If there are multiple receipts, please put them in a plastic zip-lock bag and tape that to the back of the sheet. If you do no have a receipt for some reason, please attach another sheet that explains exactly why you don’t have a receipt and exactly what the money was for (including the store it was purchased from, etc). 

Your Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Dollar Amount** | **Date Purchased**  *Ie: MM/DD/YY* | **Item Purchased**  *ie. “Footballs for IM Sports”* | **VP’s Budget\*\***  *Ie. “Programming”* |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |

\_\_\_\_\_\_\_\_ = Total $ \_\_\_\_\_\_\_\_\_\_\_=Date Submitted

**Signatures of Relevant VPs:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Programming Development Recruitment*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Communications Finance Chaplain*

\*\* If for some reason the reimbursement can not come from a particular budget (the river rafting trip falls into this category) put “misc.” Reimbursements should almost always come out of a budget.

For Office Use Only:

|  |  |  |
| --- | --- | --- |
| Check # | Amount Paid | Date Paid |
|  |  |  |