

STUDENT REIMBURSEMENT FORM

Please print legibly

Complete all information on this form. Make sure to sign and date the form. Incomplete data may cause a delay in processing. Requests will not be processed without all proper documentation.

1. Attach original receipt(s) (when possible). Receipts should be itemized; if not, request an invoice at the time of purchase asking that it shows all item(s) purchased. It should show cost of each item, date of purchase and vendor's information (name, number, address, manager's name & signature). Requests will not be processed without an itemized receipt.
2. Attach the Sign In Sheet. Requests will not be processed without a list of attendees.
3. When paying in cash, the itemized receipt should reflect: "paid cash" with a zero balance due.
4. When paying by personal check, the itemized receipt should reflect: "check" with a zero balance due. You must provide either (1) the front & back copy of the cancelled check processed by the bank (**not a voided check**) OR (2) your bank statement showing the payment has posted.
5. When paying by debit or credit card, the following should be reflected on the receipt; (a) last 4 digits of card number, (b) total amount paid (not pending) with a zero balance due, (c) an approval or authorization number for the transaction, and (d) in some cases, a copy of your bank card statement.

STUDENT INTEREST GROUP: _____

PAYEE NAME: _____

LOCAL ADDRESS: _____

V-NUMBER: _____ EMAIL OR PHONE: _____

TYPE OF EVENT: _____

DESCRIPTION: _____

DATE EVENT HELD: _____ AMOUNT REQUESTED: \$ _____

STUDENT/PAYEE'S SIGNATURE: _____ DATE: _____

Payments are only issued to the individual making a purchase. VCU does not reimburse other institutions or third parties. Do not complete this form if you are not the payee. All requests must be accompanied by appropriate receipts and/or supporting documentation for consideration of payment.

OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY
INDEX NO: _____ \$ _____	DEAN'S FUND STUDENT'S FUND	DATE RECEIVED: _____
INDEX NO: _____ \$ _____	SOCIETY FUND SPLIT FUNDING	DATE VERIFIED IN CHROME: _____
INDEX NO: _____ \$ _____		DATE VERIFIED ON LOG SHEET:: _____
INDEX NO: _____ \$ _____		DATE ENTERED IN CHROME:: _____
		DATE ENTERED ON LOG SHEET: _____

