

WRIGHT STATE UNIVERSITY – LAKE CAMPUS

Reimbursement Form

All reimbursement requests must be submitted *within 30-days* of purchase. Any requests submitted after that time will be declined. Please submit this completed form and all necessary receipts to Cassie Dorsten, 110 Dwyer Hall.

Organization Name: _____

Date(s) of Purchase(s): _____

Name(s) & Date(s) of Event(s), if applicable: _____

Reimbursement Payable To (Name): _____

University ID: _____

Total Amount of Reimbursement: \$ _____
(all receipts must be attached; reimbursement will not be provided without proper receipts)

Advisor Name(s): _____

Advisor Signature: _____ Date: _____

Please note: Wright State University is a tax exempt organization. Tax amounts paid on purchases will not be reimbursed. Prior to making your purchase, you may need to submit a tax exemption certificate to the vendor. Your advisor can access this form through the following link:

<http://www.wright.edu/administration/purchase/forms.html>

Total reimbursement amounts under \$200 will be processed and paid by cash. Total reimbursement amounts over \$200 will be processed and paid by check, then sent via mail to the address listed with the Registration Office.

Any reimbursement requests exceeding the approved Student Organization Funding Amount will be declined – please plan accordingly and monitor your organization’s expenditures.

FOR OFFICE USE ONLY:

Date Form Received: _____ Date Processed: _____ Total Amount: \$ _____

CASH CHECK Bus. Mgr. Initials: _____

Notes: _____