This form is for reimbursement of $75 or less.

Payee Name: James Dooley
ID #: 1234567

Department: SGA- Name of Your Club (A or SG)
DEPT #: 085XX

Amount: $75 or less (amount of receipts)
Must be less than $75

Date: 01/20/2013
Use date of oldest receipt

SmartKey: 0000X

G/L Account: 56515
- Use appropriate code from list in The Eagle Source

Reason for Reimbursement:
Purchased snacks and drinks for club’s MLK event which was held on 1/21/13 for 25 people
Also bought cups/decorations for same event

Payee Signature: James signs @ B Jones
Payee Telephone: 404-555-0000

Authorized Signer:
I sign here - Laura Reese
Signature:  
Print Name: Laura Reese

Cashier Officer’s Approval:

NOTE:
Completed form must be accompanied by an original receipt.
Submit form and receipts to the Cashier’s Office (B Jones Center, lower level) for cash.
Payee must present photo ID to cashier.

X You sign here as treasurer