Reimbursement Request Form

The purpose of this form is to request an approved reimbursement from club funds and/or Associated Student Government (ASG). Turn completed document in to Kasie Hipp, by email at khipp@coastline.edu or in-person in the Student Life & Outreach Office, room 416, at Coastline College Center. For more information, please refer to the Club & Advisor Handbook. Document processing may take up to **two business weeks** after receiving a completed request packet. Additional time will be necessary for reimbursements issued through the Business Office. Please keep a copy of this form for your reference.

Required items for reimbursement request:

1. Club minutes (Highlight section with fund approval. Include specific dollar amounts.)
2. Original receipt(s) (Tape receipts to a blank piece of white paper.)

# CLUB INFORMATION

CLUB NAME:

CLUB ACCOUNT NUMBER:

ADVISOR NAME:

ADVISOR PHONE:

ADVISOR EMAIL:

STUDENT CONTACT(S) PHONE:

STUDENT CONTACT(S) EMAIL:

# REIMBURSEMENT INFORMATION

INDIVIDUAL TO BE REIMBURSED[[1]](#footnote-1) [LAST, FIRST]:

REIMBURSEMENT AMOUNT:

SOURCE OF FUNDING [CHECK ALL THAT APPLY]: [ ] CLUB FUNDS [ ] ASG FUNDS[[2]](#footnote-2) [ ] OTHER:

DESCRIPTION OF EXPENDITURE:

IF APPLICABLE, DATE ASG APPROVED THIS PURCHASE:

CLUB MINUTES ATTACHED: [ ] YES

ORIGINAL RECEIPT ATTACHED: [ ] YES

# REQUIRED SIGNATURES

ADVISOR SIGNATURE & DATE:

CLUB PRESIDENT SIGNATURE & DATE:

1. Name as it is to appear on the reimbursement check. [↑](#footnote-ref-1)
2. ASG Funds can only be used for a club event after the Club Fund Request Form has been submitted to Student Life & Outreach and then reviewed and approved by ASG. [↑](#footnote-ref-2)