

For Student and Departmental Account Services Use:

Amount: _____ **Representative's Initials:** _____ **Recipient Signature:** _____

Date: _____

Requests must be submitted to the ASLC Treasurer in the ASLC Cabinet Office by Noon Tuesday. After the ASLC Treasurer verifies the information provided on this form, and the Director of Student Activities signs off, all requests will be forwarded to the Business Office for processing. Checks will be available in Student and Departmental Account Services in the afternoon on Friday of the following week. E-Checks will be deposited to the bank account that you have recorded in WebAdvisor.

- See below for payment distribution options.
- Payment will not be issued unless all receipts, invoices, or other supporting documents are attached.
- Reimbursement requests must be submitted within sixty (60) days of the student incurring the expense.
- Reimbursement policies can be found on the Business Office website (www.lclark.edu/offices/business).
- **Checks to independent contractors** (Honoraria, payments to individuals for services, performers, etc.): A W-9 form is required before the check will be processed.

Payee ID Number: _____ **REQUIRED for student reimbursements**

Payee Name: _____

Address: _____

Business Purpose: _____

→ REQUIRED FOR STUDENT REIMBURSEMENTS: CERTIFICATION OF PAYEE

I hereby certify that all expenses on this reimbursement request were incurred for Lewis & Clark College business purposes and have not been previously submitted for reimbursement. Expenditures were made in accordance with Lewis & Clark College policies.

→ Payee Signature: _____

Amount: _____

Organization Name: _____

Authorizing Signatures:

Organization President/Chair _____

ASLC Treasurer _____

Director of Student Activities _____

Account Number:

000-_____-2190 **Debit: \$** _____

000-_____-2190 **Debit: \$** _____ (if multiple accounts are to be charged)

Payment Method (select one):

Reimbursements under \$50 will be issued in cash at Student and Departmental Account Services unless "Mail to Above" or "E-Check" is checked below.

Cash* _____ for reimbursements less than or equal to \$50

E-Check _____ **REQUIRED: bank information recorded in WebAdvisor**

Mail to Above _____ **Off-campus addresses only**

Pick up Check* _____ **Phone Number:** _____ **Email:** _____

* cash and check pick up are at Student and Departmental Account Services, lower level of Templeton.

FOR BUSINESS OFFICE USE ONLY

BY _____ **VOUCHER DATE** _____ **VOUCHER NUMBER** _____

CASH APPROVAL _____ After obtaining approval for cash reimbursement, take this request to Student and Departmental Account Services in Templeton.