

**Student Organization Reimbursement/Check Request**

For Student and Departmental Account Services Use ONLY:

AMOUNT REPRESENTATIVE'S INITIALS RECIPIENT'S SIGNATURE

Date \_\_\_\_\_

- Use this form when requesting a reimbursement or payment from a student organization only. If you are requesting a reimbursement or check for an ASLC or SAAB account, please use the appropriate form.
- Please complete this form in blue or black ink and please print neatly.
- All forms must be submitted to the ASLC Treasurer in the ASLC office (Templeton 238). After the ASLC Treasurer verifies fund availability, verifies all of the information provided, and signs off on the request. Next, the Associate Dean of Students will sign off and forward the request to the Business Office for processing. *Both the ASLC Treasurer and the Associate Dean of Students must sign off all forms.*
- Reimbursement payments **will not** be issued unless all **original itemized** receipts, invoices, or other supporting documents are attached.
- Reimbursement request must be submitted within sixty (60) days of incurring the expense.
- All College reimbursement and payment policies can be found on the Business Office website ([www.lclark.edu/business](http://www.lclark.edu/business)).
- Reimbursement checks (over \$50) will be available for pick up from Student and Departmental Account Services on Friday afternoons after 1pm.
- Forms for cash reimbursements (equal to or less than \$50) will be sent to your MSC. You will then need to take this form to Student and Departmental Account Services to receive your cash reimbursement.
- E-Check reimbursements will be deposited to the bank account you have recorded on WebAdvisor.
- Payments to independent contractors (i.e. honoraria, payments to individuals for services, performers, etc.) require a signed IRS Form W-9 (or IRS Form W-8BEN for non U.S. citizens) and the appropriate contract, performance agreement, invoice be submitted with this request.
- Payments to students who perform or provide a service will be paid through student payroll.

Payee ID Number (L&C ID No.) \_\_\_\_\_ **REQUIRED for all student, faculty, or staff reimbursements.**

Payee Name \_\_\_\_\_

Address \_\_\_\_\_

Business Purpose \_\_\_\_\_

Amount \$ \_\_\_\_\_ Organization Name \_\_\_\_\_

**→ CERTIFICATION OF PAYEE - REQUIRED FOR ALL REIMBURSEMENTS (STUDENT, FACULTY, OR STAFF)**

*I hereby certify that all expenses on this reimbursement request were incurred for approved Lewis & Clark student organization purposes and have not been previously submitted. All expenditures were made in accordance with ASLC, Student Activities, and College policies.*

Payee Signature \_\_\_\_\_

**Authorizing Signatures**

Organization Representative \_\_\_\_\_  
*(someone besides the person receiving the reimbursement must sign)*

ASLC Treasurer \_\_\_\_\_

Assoc. Dean of Students \_\_\_\_\_

**Account Numbers**

300 - \_\_\_\_\_ - 2190 Debit \$ \_\_\_\_\_

300 - \_\_\_\_\_ - 2190 Debit \$ \_\_\_\_\_ (if multiple accounts are to be charged)

**Payment Method (select one)**

*Reimbursements equal to or less than \$50 will be issued in cash at Student and Departmental Account Services.*

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

**E-Check** \_\_\_\_\_ bank information must be recorded on WebAdvisor for this option

**Mail to Above** \_\_\_\_\_ off-campus address only for independent contracts and vendors

**Pick up check\*** \_\_\_\_\_ **Phone number** \_\_\_\_\_ **Email** \_\_\_\_\_

\* Both cash and student check pick up are at Student and Departmental Account Services.

For Business Office Use ONLY:

BY \_\_\_\_\_ VOUCHER DATE \_\_\_\_\_ VOUCHER NUMBER \_\_\_\_\_

CASH APPROVAL \_\_\_\_\_ After obtaining approval for cash reimbursement, that this form to Student and Departmental Account Services for your cash.