

URI Student Senate Organization
CHECK REIMBURSEMENT REQUEST

STOP!! (For step-by-step directions for applying, see reverse side)

Organization name: _____ Today's date: _____

Contact email address: _____ Contact phone # _____

Campus address: _____

President's signature: _____ Treasurer's signature: _____

_____ \$ _____
(description) (amount)

Important! UNDER NO CIRCUMSTANCES will receipts that have been "split" to cover expenses which exceed the \$50 limit be paid! There will be no exceptions to this policy.

Explanation for expense for which you are requesting reimbursement:

Name of individual to be paid: (please print)

Check Reimbursement

It is an optional procedure to be used for purchases of \$50 or under. Here is the procedure:

- The President, Treasurer or their authorized purchaser may buy an item for which there is money in the budget. The receipt/invoice must be saved.
- The President or Treasurer must bring the receipt within five (5) class (business) days to the Senate Accounts Clerk. All receipts must be itemized, must show that the bill was paid in full and include the date and the name of the vendor.
- Complete a check-reimbursement request form, which is available in the Senate office; attach the invoice and request form to a completed Payment Order. Complete the Payment Order in the name of the person to be reimbursed. Your check will be available in a few days.

If you use this procedure to buy something that your budget does not have the money to pay for, you will not be reimbursed. By using this procedure, you are assuming responsibility for purchases. Records of previous reimbursements are kept and any organization found to be abusing the process would find its check reimbursement privileges indefinitely suspended.

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