



# Reimbursement Form

## Gunn Student Activities Office

- ▶ All reimbursements must have pre-approval by Club/ SEC
- ▶ Unit costs and **EXACT amount** spent must be noted.
- ▶ Please **print** in BLUE or BLACK ink.  
All sections must be completed for approval.
- ▶ All receipts must be original receipts (no photocopies) and must be itemized.
- ▶ This form due no later than one month after expense was made.

**Per District:**  
**NO GIFT CARDS**  
**will be reimbursed.**

**TODAY'S DATE:** \_\_\_\_\_ **DATE Pre-Approval obtained from SEC (if applicable)** \_\_\_\_\_

Check Payable To \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

**Reason for Check (Be Specific):**

ASB/ Club Account Name \_\_\_\_\_

Account # \_\_\_\_\_

\$ \_\_\_\_\_  
Amount

Student Signature \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_

*Tape Receipt Here*  
(Attach to this form if  
necessary)

**All expenditures must be pre-approved by SEC/ Club BEFORE any monies are dispersed. Approvals must be recorded in clubs/ school meeting minutes and be documented on event request forms.**