



# Reimbursement Form

## Gunn Student Activities Office

- 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.

As of 2019:  
**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.**