

Student Club/Organization Spending Form

This form must be completed before reimbursement or payment of the expense.

Club Name: _____

Purpose & description of expense: _____

Payment should be made to: _____

Club Approval:

Club Advisor _____ Date _____

Club Treasurer _____ Date _____

Spending from -- Seg fee budget \$ _____ Agency account \$ _____

Please attach the following:

1. Receipt(s)
2. Club meeting minutes approving expense

Submit to Senate Treasurer:

Senate Treasurer _____ Date _____

For Business Office Use:

Voucher or check # _____ Date _____

Financial Specialist _____