



USG Check Request/Reimbursement Voucher

Step 1: Complete 1&2 BEFORE Purchase:

Club Name: _____

Amount Requested: _____

Account #: _____ - _____ - _____ - _____

Why are you requesting funds? _____

Step 2: Does your account have enough funds available to cover the amount you are requesting?☐ Yes - You are authorized to make purchase or receive cash advance. Proceed to next step☐ No - contact USG Treasurer

Organization Advisor: _____

Print

Sign

Date

Step 3: What do you want to do? (Check one)☐ Get reimbursed for USG expenses paid out of pocket☐ Have a check issued to a vendor/speaker/etc☐ Receive a cash advance for USG expenses*Note: Receipts for advances must be turned in to Lynn Masters, Accounts Payable, no later than 2 weeks after advance is issued.***Step 4:** Who should the check be made out to?

Name on check: _____

Payee Contact Email: _____

Payee Contact Phone #: _____

Payee Mailing Address: _____

Street

City

ST

Zip Code

Step 5: ACTUAL Expense Descriptions and Amounts (leave blank if cash advance - complete when you turn in receipts)

Item Description	Amount

*If you need additional rows, attach detail on another sheet***TOTAL****Step 6:** Please obtain the following authorized signatures (Cash advance Org Advisor signoff upon reconciliation):

Organization Treasurer: _____

Print

Sign

Date

Organization Advisor: _____

Print

Sign

Date

USG Treasurer: _____

Print

Sign

Date

Step 7: Is amount requested...☐ Under \$100 - Take voucher and all receipts to Cashier for payment (only voucher required for cash adv)☐ Over \$100 - Take voucher and all receipts to Lynn Masters, Accounts payable, Colonial Hall 3rd Floor**Step 8:** Delivery Options—Must select Hold For Pickup if reimbursement is less than \$100☐ Deliver to Student Mail box # _____☐ Send via US Mail☐ Hold For Pickup

****Please remember that you must bring this voucher and any form of proof of purchase to the USG Office located in The Leadership Center. The USG Treasurer must sign off on this voucher before any expenditure takes place.**