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?

Payee Contact Email: _____

Name on check: _____

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

☐ 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.**