



Elisabeth Haub School of Law

STUDENT ORGANIZATION REIMBURSEMENT REQUEST FORM

This form may only be submitted by a student who made a purchase that was pre-approved in writing by the Office of Student and Campus Affairs. This form is applicable to members of student organizations that fall under the Student Bar Association.

Contact Information (Student Requesting Reimbursement)

Student Purchaser Name: _____ UID # _____

Contact Phone: _____ Contact Email: _____

Event Information and Purchase Information

Organization Hosting Event: _____

Name of Event/Meeting Applicable to Purchase: _____

Event Date: _____

Description of Purchase and Business Purpose:

Date of Purchase on Receipt: _____

Total Reimbursement Amount: _____

What organization account are you requesting reimbursement from?

- SBA Organization Agency Account (this is your organization's fundraising money)
- SBA Organization Budget (this is the annual budget provided to your student organization)

Additional Information

This Event Reimbursement Form should be completed in its entirety and emailed studentaffairs@law.pace.edu.

Required Attachments:

1. Please attach a scanned copy of the itemized receipt of your purchase that you are requesting reimbursement for. Your scanned receipt must show the form of payment used (e.g., a debit card, if applicable). If your receipt does not show the form of payment used, you must submit the receipt along with another form of proof of payment (e.g., a copy of a check, or a copy of a bank statement showing the purchase with your bank information/personal information blacked out). **Your receipt must also show the date of purchase.**
2. Please also attach a list of your event's attendees/members.

Student Certification

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes of my student organization. The expenses set forth herein were pre-approved for purchase in writing by the Office of Student and Campus Affairs.

Type name to certify

Date