

# SJPPNS REIMBURSEMENT FORM -- updated August 2007

Member Name: \_\_\_\_\_ Session: 1DE – 1DL – 2D – 3D – 4D

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Before making a purchase, secure pre-approval from a Director or Vice President of the Executive Board.** Vice Presidents of the Executive Board may independently approve individual expenses up to \$200 per item. Directors may independently approve individual expenses up to \$200 per item.

Unbudgeted expenses above \$200 require approval of the Executive Board. Expenses authorized within the limits or assumptions of the Annual Budget may be approved by the President or Vice President of Finance up to an individual limit of \$500. All individual expenses above \$500 require approval of the Executive Board.

**Please add notes on all attached receipts to clearly describe all purchased items and to which account to apply towards, or note below to clarify.**

**ALL RECEIPTS MUST BE LISTED BELOW:** Attach all receipts to be reimbursed.

Receipt Date	Store/Vendor	Items Purchased	\$\$	VP App'd
<b>TOTAL to be Reimbursed:</b>				

After making your purchase, submit Invoices or Reimbursement forms *within 10 days*. Submit reimbursement form and receipt to the appropriate Vice President's box for signature. In most cases, you will be reimbursed within thirty (30) days. If you need to be reimbursed sooner, or if you need an advance, contact the Vice President of Finance.

Member Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_