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 ___________________________