Woodbury University

Student Organization Reimbursement and Reconciliation Form

Name	Student Organization	Date	/ /

Retailer	Item Purchased	Business Purpose *(Include Event Name & Date)*	Account #	$ Amount
		Total		**$**
		Less Cash Paid Out Number _____		
		Due to University		**$**
		Due to Student		**$**

This form should be used to reconcile a University cash/check advance or to receive reimbursement for purchases paid for by the student with his/her personal cash/check/credit card on behalf of the student organization.
Original *receipts are required for all purchases.*

Student Sign/Print

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Officer Sign/Print (Only required when $ due to student.)

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Advisor Sign/Print

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For Business Office Use Only	
Account #	**$ Amount**