

Club/SGA Account Payment Form



Western University
OF HEALTH SCIENCES

- Merge this document and all itemized receipts/documents into one .pdf
- Attach design approval e-mail if using a personalized logo (t-shirts, mugs, etc.)
- Reimbursement requests should be submitted within 10 days of the purchase; travel reimbursements within 30 days of travel or by June 15th
- Travel form for all overnight student travelers: <https://iproduct.westernu.edu/studenttravelform/>

Pay From:	Club/Class Name	Payer Fund#	
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Recipient is a:	Student (Direct Deposit, Student ID@ Required) University Account (Transfer) – Provide FUND/FOAPAL for transfer here:	Third-Party/Vendor (Mail payment)
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Payee Information:	Name/Business:			
	Address:			
	City:	State:	Zip:	
	Telephone:	Student ID# @		

Event Information:	Event Name:	Date:	
	Guest Speaker Name (if applicable):		

Description of Purchase(s):	Item(s):	Amount Spent:

Reminders: Must provide itemized receipts.

Alcohol is not reimbursable.

Total Spent:

Total to be reimbursed (if less than total spent):

Signatures:	I hereby certify that the above goods, services, or expenses have been received, rendered, or incurred to my satisfaction. Invoice(s) and/or itemized original receipt(s) are attached.		
	Club/Class President/Class Rep	Print Name	Date
	Club/Class Treasurer/Class Rep	Print Name	Date

Treasurer: → To ensure adequate funds, provide current account balance: \$

Treasurers can view account balance at <https://westernu.edu/students> on the 'Student Services' card -> 'View Clubs/Class Financial Report'

Submit:	Once complete, combine this document and all receipts/invoices/supporting documents into one .pdf. Email to studentaffairs@westernu.edu (California) or studentaffairsor@westernu.edu (Oregon) with the subject: Student Reimbursement: NAME, CLUB/CLASS, PURPOSE FOR REIMBURSEMENT.
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For Office Use Only	Pay/Transfer From:		4099-70850-40	\$	
		Fund	Org-Acct.-Prog	Confirmed Current Account Balance	
	Pay/Transfer To (Club/Class):		4099-70899-40		
		Fund	Org-Acct.-Prog	FOAPAL (for non-club/SGA account)	
Date Travel Approved		USA/WesternU Oregon Student Affairs Representative – Sign & Date			