

# RSO Reimbursement Approval Request

This form is required prior to the purchase of items bought with personal funds for institutional purposes.

*Please complete this form and place in the Reimbursement Approval folder outside of CC024 in the Student Activities Center.*

## To complete the purchasing process:

- Receipt of purchasing approval email for the purchase of listed items from the RSO email account at rso@bellarmine.edu.
- Pickup the approved Reimbursement Approval Form from the Reimbursement Approval folder in the SAC. This form will need to be attached to the SBF Expense Claim Form (see below).
- Purchase items. Remember that Bellarmine is a tax-exempt institution; **therefore you will not be reimbursed for taxes.** A tax-exempt form can be obtained from Robin Murphey by checking the appropriate box below and following the instructions in the approval email.
- **Within 1 week of the purchase or upon return from a trip**, you must submit a Student Budget Fund (SBF) Expense Claim Form (fully typed) into the SBF Expense folder outside of CC024 in the Student Activities Center. Make sure original Reimbursement Approval Form and all original receipts, notating payment, are attached, and participating individuals are documented when appropriate. Loss of receipt will result in the denial of reimbursement.

**Registered Student Organization (RSO) Name:** \_\_\_\_\_

**RSO Budget Account Number:** \_\_\_\_\_

**RSO Contact Name:** \_\_\_\_\_

**RSO Contact Email:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Purpose for Reimbursement:** \_\_\_\_\_  
\_\_\_\_\_

**Items to Purchase & Where:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tax Exempt Form:**

Yes or No

**Approximate Cost of Items:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office Use Only:

**Approved By:**

\_\_\_\_\_  
SGA VP of Finance & Date

\_\_\_\_\_  
Director of Student Activities & Date

**Denied By:**

\_\_\_\_\_  
SGA VP of Finance & Date

\_\_\_\_\_  
Director of Student Activities & Date

**Reason for Denial:**

Request Date:

Approval Date:

Updated January 1, 2011