**Form 0718. Payment/Reimbursement Form for Clubs and Organizations**

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| --- | --- |
| **Club(s) Name(s):** | **Campus:** |
| **Date of this Request:** | **Total Amount for Event: $** |
| **Name of Event approved by Student Life:**  *(Form 0715 - Organization /Club Event Proposal Request Form)* | **Date of approval:** |

**INSTRUCTIONS**

* This form is to be submitted to the Office of Student Life **after Form 0715 - Organization /Club Event Proposal Request Form has been approved** for the same event by the Office of Student Life.
* **For** **SGA events**: Please use this form to buy or receive reimbursement for an approved event.
* **Forms received less than 2 weeks prior to your approved event won’t be reviewed.**
* Please consult the Office of Student Life for a list of **Approved Vendors** prior to buying any supplies for your event. Keep in mind that NOVA is a state institution, and all purchases must go through specific **eVA approved vendors**.
* Purchases made with outside vendors can only be reimbursed. No advances of money.
* Funds requested in this form may not be used for any reimbursement of faculty, administration, or staff.
* This form is intended only for NOVA Students affiliated with a club or organization.
* Only one funding request per person is allowed. It cannot request funds for a single event in installments.
* This payment-reimbursement request can only be used for the event in which they were approved. If the event does not take place within the semester, you are submitting this request, it will not be processed.

For questions, contact theStudent Life office at the campus where the event will be hosted.

**Email: ANStudentLife@nvcc.edu, Phone: 703-223.3147, Office CFH 224 Mon – Fri 9am – 5pm**

**PART A. REQUEST TYPE**

Please select only one option from the list below:

* **Reimbursement request** (items already purchased) from club funds
* **Reimbursement request** (items already purchased) from SGA Approved Grant
* **Buying Request** with club funds
* **Buying Request** with SGA approved grant

**Part B: REQUESTOR INFORMATION**

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| --- |
| **Payee** **Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student ID (EMPLID) or Tax ID**: \_\_\_\_\_\_\_\_\_\_\_ **Payee Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Payee Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mailing Address:** (checks will be mailed to this address) Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_ |

**ACCOUNT DETAILS**

**Club/Organization Fund**. Name of club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Program Code: \_\_\_\_\_\_\_\_\_\_\_

**SGA Approved Grant**. Date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK DETAILS (Internal Use)**

Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus:\_\_\_\_\_\_\_\_\_\_\_ Account\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part C. REQUIRED ATTACHMENTS**

|  |  |
| --- | --- |
|  | Attached **Yes/No** |
| 1. Vendors quotations or invoices |  |
| 2. **Form 0717**. Student Life Acknowledgement of Food and Beverage Guidelines for Clubs and Organizations *(Only if you are planning to provide or sell food or beverages)* |  |
| **3. Form 0720**. Student Life -SGA Funding Request Form for Clubs *(Only for clubs paying with an SGA approved grant)* |  |

**Part D: COST DETAILS**

Be as detailed as possible and make sure your totals match the total in the attachments.

|  |  |  |
| --- | --- | --- |
| **Item** | **Brief Description (sub totals)** | **Total** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** |  |

**Part E: APPROVALS**

Approval should be given once Part C, and D of this form have been completed.

**Required attachments MUST BE INCLUDED to receive approvals below.**

|  |  |
| --- | --- |
| **Club/Organization**  President. Name and Signature | **Date** |
| **Club/Organization**  Advisor Name and Signature | **Date** |
| **Student Life Advisor**  Name and Signature | **Date** |
| **Student Life Coordinator**  Name and Signature | **Date** |
| *For fundraising events only*  **Dean of Student Success**  Name and Signature | **Date** |