



**AUTHORIZATION FOR EXPENDITURE OF CLUB FUNDS**

DATE: \_\_\_\_\_

**Make check payable to:** \_\_\_\_\_

MAIL

HOLD

NAME: \_\_\_\_\_ CSID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE#: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CLUB ACCOUNT TO BE CHARGED: \_\_\_\_\_

REIMBURSEMENT? CASH ADVANCE? OTHER? \_\_\_\_\_

<b><u>IMPORTANT</u></b>	<b>Event Name &amp; Company Name of Goods/Services</b>	<b>Date</b>	<b>Amount</b>
<p><b>Submit this form with the appropriate supporting documents</b></p> <p><b>SEE NEXT PAGE FOR DETAILS</b></p> <p><b>FAILURE TO PROVIDE THE APPROPRIATE SUPPORTING DOCUMENTS MAY RESULT IN DELAYS IN PROCESSING</b></p>			
		<b>Total Amount</b>	

Club Advisor: \_\_\_\_\_  
Type/ Print Name
Signature
Ext.

Club Representative: \_\_\_\_\_  
**CANNOT BE FUND RECIPIENT**
Type/ Print Name
Signature
Phone

Dean of Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**FOR OFFICE USE ONLY**

Clerk: \_\_\_\_\_ Acct Balance: \_\_\_\_\_ Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received/Mailed: \_\_\_\_\_

# **SUPPORTING DOCUMENTATION GUIDELINES**

*Appropriate supporting documentation is necessary to complete funding requests.  
Incomplete or incorrect documentation WILL delay processing.*

*Please review the following information carefully.*

*Any additional questions can be sent to Student Affairs at [mesastudentaffairs@sdccd.edu](mailto:mesastudentaffairs@sdccd.edu)*

## **Reimbursement Documentation Needed:**

- Original Receipts
  - Must show payment method (last 4 digits if debit/credit card is used)
- Club Minutes approving the reimbursement
- Digital Receipts for online purchases must additionally show the recipient's billing address.
- Advisors MAY NOT sign to reimburse themselves.
  - In this case, the Interclub Council advisor will sign instead

## **Cash Advance Documentation Needed:**

- Club Minutes approving the event, approving the amount of the cash advance, and approving the cash advance to a specific club officer
  - Must show intended itemized list (if applicable), vendor name, and date of event
- Any relevant invoices may be included but are **not** required

## **Additional Information Regarding Documentation:**

Club Minutes need to have

- A vote to approve either reimbursement or cash advance
  - The individual that receives funds MUST abstain, and result of vote must be documented (#Yes/#No/#Abstain)
    - If unanimous vote, can be documented as "Unanimous vote for/against..."
- Full name of student to be receiving the funds
- Amount of funds to be expended
- Date of Event
- Reason for expenditure
  - For example, "Reimbursement for giveaways for Club Rush", "Cash advance for paint night supplies for Art Club" etc.

## **Additional Clarifications Regarding Receipts:**

- Need to have what's listed above under their respective expenditure type
  - Reimbursements require **RECEIPTS**
  - Cash Advances require a follow-up **DEPOSIT FORM and RECEIPTS**
- Additional documentation will be required for receipts that **DO NOT** show the last 4 digits of the credit/debit card or digital receipts that do not show the billing address
  - The purchaser will need to include a printout of their credit/debit card statement with the amount spent highlighted
- Receipts must be submitted no later than 30 business days after the date of purchase.