### Claim for Reimbursement Form

**To be completed by Organizations’ Treasurer:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **Student Organization**: _______ Org #: ___ Date _______ | Funds reimbursed to: \_
| Funds reimbursed to:   | Name \_
| Name                   | ID # \_
| E-mail                 | \_@students.calvin.edu / \_ \_
| Address                | \_

#### Please Itemize:

<table>
<thead>
<tr>
<th>Line Item Name</th>
<th>Amount</th>
<th>What was bought:</th>
<th>Where was it used:</th>
<th>Who used it:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item Name</td>
<td>Amount</td>
<td>What was bought:</td>
<td>Where was it used:</td>
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</tr>
</tbody>
</table>

#### Important

Do not use this form to requisition honorarium checks. Honorarium Check Request Forms are available for that purpose.

Use for Reimbursements for previously purchased items. Original receipts must be attached.

### INSTRUCTIONS

**Transaction #**: To be filled by Finance Chair

- **Transaction Number**: For use by the Finance Chair only
- **Student Organization**: Enter the name of Organization you are representing
- **Date**: Enter the current date MM-DD-YY.
- **Name**: Enter name of individual to be reimbursed.
- **ID#**: If individual is a Calvin student must include the ID number
- **Address**: Enter individual to be reimbursed address.
- **Line Item name**: What account will this purchase be debited. Original receipts/invoices must be attached.
- **Amount**: Enter the amount to be paid for each line item. Original Receipts/invoices must be attached.
- **What was bought**: List the items purchased. Example: “Dinner making ingredients” or “Pencils”
- **Where it was used**: What event the items were used for. Example: “leadership meeting” or “Cokes and Clubs”
- **Who used it**: Who attended the event, name of the group of people or list of names
  - Tip: use back of reimbursement form as a sign-in sheet for meetings/events
  - **Total**: Enter the total amount to be paid. The check will be written for this amount.

- **Org.’s Financial Officer Name**: The signature name of the organizations financial officer
- **Org.’s Advisor Signature**: The signature of the organization’s advisor
- **Finance Chair**: The signature of the Finance Chair is required here.
- **Assoc. Dean/Vice President**: The signature of the Associate Dean/Vice President is required

#### Signatures

- **Organization's Financial Officer Signature**: __________
- **Organization's Advisor Signature**: __________
- **Finance Chair**: __________
- **Associate Dean/Vice President**: __________

**Return Completed form to Student Organizations Finance Chair**

Student Development Office CA101B or basket at the front desk of Campus Life East