



STUDENT COUNCIL REIMBURSEMENT

SUBMISSION | A request for reimbursement for budgeted purchases made by student organizations can be submitted in one of two ways:

Preferred:

- This form can be e-mailed to Student.Treasurer@mssm.edu either by an authorized signer* or with an authorized signer* copied on the e-mail for approval.
- Receipts must be attached to the e-mail (hard copy receipts can be scanned). **Original receipts must be retained.**
- Once approved and processed, you will receive a reimbursement voucher via e-mail.
- The reimbursement voucher should be printed and redeemed **along with the original receipts** at the hospital cashier (Guggenheim Pavilion, first floor by cafeteria).

*Authorized signer = President or Treasurer of student organization; Social/Athletic/Class representative if being reimbursed from subcommittee budget

Alternate:

- This form can be printed and submitted along with hard copy receipts to Darren Deoraj in the Medical Education office in Annenberg 13-30.
- Once approved and processed, you will receive e-mail notification to pick up your reimbursement voucher and receipts from the Medical Education office.
- The voucher can be redeemed at the hospital cashier.

PURCHASING POLICY |

Original itemized receipts explicitly detailing vendor name, item description, amount, and date must be retained and submitted. For example, if you ordered \$100 worth of sandwiches and cookies for an event from Champignon, the receipt must say Champignon and list “sandwiches - \$70” and “cookies - \$30.”

If purchases exceeded \$200 *and* were made by credit card, the original receipt must show your name and the last 4 digits of the card number. Otherwise, a credit card statement must also be submitted (all information on the statement other than name and the last 4 digits of card number can be blacked out).

Printed electronic confirmations can be submitted in place of hard copy receipts as long as the above requirements are met.

TAX EXEMPT STATUS |

When making purchases for student events or meetings, you must obtain a tax exempt form from the Medical Education office in Annenberg 13-30. Students will not be reimbursed for sales tax on purchases. This also applies to gifts and supplies purchased to bring on mission trips.

ALCOHOL |

Alcohol/liquor will not be reimbursed without prior approval from the Medical Education office.



STUDENT COUNCIL REIMBURSEMENT REQUEST FORM

DATE SUBMITTED:

NAME:

CLASS:

E-MAIL:

SPONSOR GROUP:

ARE YOU AN AUTHORIZED SIGNER FOR THIS GROUP? YES NO

EVENT:

EVENT DATE:

IS THE EVENT FUNDED THROUGH STUDENT COUNCIL?

YES NO, FUNDED THROUGH:

WAS THIS EVENT CO-SPONSORED? YES NO

IF YES TO CO-SPONSORED, WITH WHOM?

DETAIL OF PURCHASE(S):

TOTAL TO BE REIMBURSED:

Authorized Signer (print): _____ (sign): _____ (date): _____
Authorized signature required if submitting form in hard copy.

.....
Office use only

Approved? Yes No Amount approved/comments: _____

Student Council Treasurer (print): _____ (sign): _____ (date): _____