

**Expense Request Form – Registered Student Organizations (RSOs)**

**Important:** Only the RSO President or Treasurer can complete and submit this form. Print 2 copies of this completed form.

**Instructions:**

- Requests for payments and reimbursements must be made within 30 business days after the event or purchase.
- Attach to this form the original receipt(s) and tape to an 8.5x11 inch blank sheet of paper + a photocopy of this taped receipt(s).
- Take the golden rod colored sheet for your records if using the carbon-copy version of this form (make a photocopy if the form is a photocopied version).
- Use a paperclip to attach documents to this form (please do not staple).
- Place this form and all attachments in the RSO Form Bin on the Locatelli Center front desk.
- Complete and submit a Direct Deposit Form if paying or getting paid via direct deposit.

Name & Signature of President or Treasurer: \_\_\_\_\_

Name of Your RSO: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Event Information**

Event or Purchase: \_\_\_\_\_

Name of Person/Group Being Paid or Reimbursed: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Amount Spent: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

**Funding**

Source and amount of funding (check all that apply):

\_\_\_\_ MCC Funds = s\$ \_\_\_\_\_  
(for cultural shows only)

\_\_\_\_ Discretionary Funds = \$ \_\_\_\_\_

\_\_\_\_ Club Funds = \$ \_\_\_\_\_

\_\_\_\_ Other (list below) = \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**Payment Options**

Select one:

\_\_\_\_ Cash: reimbursements at or under \$200

\_\_\_\_ Check or Direct Deposit: reimbursements over \$200  
Make check or direct deposit payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**OFFICE USE ONLY:** ASG Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: White = Finance Office | Yellow = ASG | Pink = CSI | Golden Rod: RSO