

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION
GENERAL REIMBURSEMENT FORM**

_____ Name of Organization	_____ Mail Stop	_____ Date	
_____ Name of Advisor	_____ Department	_____ Phone #	_____ Fax #
_____ Name of Person to Contact for More Information		_____ Phone # or Email Address	

Reimbursement is for:

\$_____ Postage (what was mailed) _____

\$_____ Copying/Printing (Must include a copy of Printing)

\$_____ Office Supplies (Be Specific) _____

\$_____ Room Rental/Equipment Rental

\$_____ 50% of Recruiting Items (Expense Approval Form & Copy of the Design Required)

\$_____ Banners/Signs (Copy of the Design required)

\$_____ 50% of Recruiting T-Shirts (Expense Approval Form & Copy of the Design Required)
Given Away ☐ Sold ☐

\$_____ Advertising (Tear Sheet Required)

\$_____ La Ventana Pages

\$_____ Other (Be Specific) _____

Advisor's Signature

Student Organization's President Signature

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Remember: WE DO NOT REIMBURSE STATE SALES TAX.

Attach all ORIGINAL Receipts and supporting documents to this form. Reimbursements will not be made without them.

Call Katherine Taylor at 742-3631 or e-mail her at katherine.r.taylor@ttu.edu if you have any questions about reimbursement.