

**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



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 Teresa Davis at 742-3631 or e-mail her at teresa.y.davis@ttu.edu if you have any questions about reimbursement.