



commerce undergraduate society

Reimbursement Request UBC Commerce Undergraduate Society

This form is to be used for reimbursement requests for amounts under \$200.

Committee: _____ Date: _____

Initiator's Name: _____ Initiator's Position Title: _____

Initiator's Email Address: _____ Payable To: (Preferred Name) _____

Initiator's Student Number: _____ Payable To: (Legal Name) _____

Table with 3 columns: Description of Expense, Amount. Rows 1-8 and Total Amount.

Comments box

Authorized Signatory Name (Service Chair or Finance Director)

Authorized Signatory Signature (Individual Named Above)

Analyst Use Only section with fields for Name, Date, and Signature.



CASH DISBURSEMENT

Amounts up to \$200

Disbursement will not be processed unless receipts/invoices/minutes are attached.

CLUB NAME: _____

DATE: _____

Table with 3 columns: Detailed Description, Account Code, Amount. Includes an arrow pointing to the Account Code column.

Payable to: _____

Treasurer: _____ (please print legibly)

Approved by: _____ (treasurer's signature)

Received by: _____ (sign at cashier's desk)

FOR OFFICE USE ONLY section with fields for Authorization and Date.