

Student Life Business Office Payment Request Form

UCSD Student Life Business Office
9500 Gilman Drive #0064
La Jolla, CA 92093-0064
Price Center East Third Floor
FAX: 858-246-0153



Request Type: Reimbursement
 Student Org Fund Withdrawal

Affiliation: (Please check one) AS: _____
 GSA
 Student Organization
 Other Specify: _____

- Receipts for reimbursement must be submitted no later than **14 days** from date of purchase, or within 14 days after the event date.
- Reimbursement requests must be submitted with ORIGINAL/ITEMIZED RECEIPTS, TAPED to 8.5" x 11" sheet of white paper.
- Withdrawals of student organization funds require the signature of THREE (3) PRINCIPAL MEMBERS.

PLEASE PRINT LEGIBLY (FOR STUDENT ORGS – THE PAYEE MUST BE A PRINCIPAL MEMBER)

Payee: _____ PID: _____

Department/Organization: _____

Mailing Address: _____

Email: _____ Phone: _____

FOR REIMBURSEMENTS ONLY: Open Event Closed Event* Supplies or operating expenses

Event Title: _____ Event Date(s): _____

Event Location: _____ Number of Attendees*: _____

*Guest/attendee list is required for all closed events (Closed events that are not open to all UCSD Students)

Total Payment: \$

Note: For supplies, if tax was not included it will be taken out (USE Tax) from the reimbursement

I certify with my signature that this reimbursement or withdrawal will be for its stated purpose and in accordance with our student organizations or departments' constitution, bylaws and UCSD policies

Payee Signature: _____ Date: _____

STUDENT ORG WITHDRAWALS – ADDITIONAL PRINCIPLE MEMBERS' SIGNATURES REQUIRED:

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

FUNDING SIGNATURE REQUIRED FOR ALL AS AND GSA REQUESTS

INDEX#: _____

Signature: _____ Print Name: _____ Date: _____

FOR STUDENT LIFE BUSINESS OFFICE USE ONLY

EVENTS/Sponsoring CAMPUS SUPPORT/Student Organization SUPPLIES/Supplies

Index Number (s): _____ USE Tax Needed
 USE Tax Already Included