

Reimbursement Details

- Blue forms are available outside the SGA office in the upper level of the student union.
- Club treasurers must attach an original receipt or invoice to each blue form, and obtain the signature of the club advisor.
- Forms are to be submitted to the SGA Treasurer by putting them in the SGA office prior to Friday at noon. In the event the office is closed, slide them under the door of the office. Blue Forms may also be submitted to the Treasurer's CM box (Douglas Selby, CM1902).
- If reimbursement is needed before Friday or the Monday deadline is not possible, contact the SGA Treasurer.
- If a blue form has incomplete information on it, and/or needs clarification, then its processing may be delayed.
- All Blue Forms need a club account number. Email the Treasurer if the account number is not known.
- Notes:
 - For travel reimbursement, receipts are not needed. However, exact miles traveled and dates of travel are required. A Mapquest (or similar) printout showing start and end location is needed. Each person needs their own Blue Form – do not attempt to put more than one name on a Blue Form.
 - If an advance check is needed, contact the SGA Treasurer to work out the details.
 - For large purchases, it is possible to get a purchase order created. The purchase order would originate in the department of the club advisor, and be redirected to SGA before it is paid. Contact the SGA Treasurer for details.
 - If at all possible, SGA and the RHIT business office prefer to directly pay vendors, as opposed to reimbursing a student or advisor for purchases.

If you have questions, contact the SGA treasurer.