



REIMBURSEMENT REQUEST

NOTICE: Reimbursement Requests must be filled out by a **STUDENT**. Eligibility for reimbursements will be verified through Cats Connect. We will not accept any incomplete reimbursement requests.

REVENUE SHARING & STUDENT ORGANIZATIONS EVENT ALLOCATION FUND

FOR 2022-23 AS FUNDS, ALL REIMBURSEMENT REQUESTS ARE DUE BY
FRIDAY MAY 19, 2023 at 5:00 p.m.

Date of Reimbursement Request: _____

Name of Organization: _____

Name of person requesting reimbursement _____

Phone #: _____ Email: _____

I acknowledge that if no sales tax (where applicable) was paid, the Associated Students is required to collect it and the amount will be deducted from my account balance or reimbursement. _____ (Initial)

Detailed Description of Expense: _____

Date of Receipt: _____ Amount Requested: \$ _____

Make Check Payable to: _____ Phone #: _____
Address of Recipient: _____
City: _____ State: _____ Zip: _____

FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE

Pick Up in Person (FSO Window) Mail Check Petty Cash

Form Completed Accurately Transaction Tape:

Receipts Provided (copied if thermal)

Confirm AS Funding Source: Revenue Sharing /

Student Organization Event Allocation Fund

Expense Verified By: _____



REIMBURSEMENT REQUEST

Cats Connect Verified By: _____

REVUE SHARING

Project/Object 0150-_____ Account depleted Yes / No Balance Remaining _____

SOEAF

Project/Object 0160-8160

REVENUE SHARING & STUDENT ORGANIZATIONS EVENT ALLOCATION FUND

General Guidelines for a Reimbursement Requests

- Contact the Associated Students Wildcat Leadership Center front desk staff to set up a 15-minute appointment to get the reimbursement approved. This can be done by calling (530) 898-5701, emailing associatedstudents@csuchico.edu, or coming into the office to schedule it in person in BMU 220.
- All reimbursement requests must be filled out and submitted by a student club member who is approved to do business on behalf of the organization (Listed on Wildcat Sync/Cats Connect).
- Any receipt submitted for reimbursement must be dated on or after 7/1/22.
- All receipts submitted for reimbursement must be original, itemized, showing every item purchased.
- All receipts submitted for reimbursement must show proof of payment (cash / coin / debit / credit). Venmo, CashApp, and PayPal are not reimbursable in lieu of a receipt.
*If an invoice doesn't show proof of payment, a bank statement screenshot will suffice that shows the date, bank/person's name, dollar amount, and isn't 'pending'
- We cannot reimburse any type of receipt paid for by an EBT card.
- If a receipt is submitted that has **not** had tax applied appropriately (ex: purchasing something from a state that does not require tax), the student will receive full reimbursement for the receipt total and a tax amount will be withdrawn from the Revenue Sharing account. If there is not enough Revenue Sharing in the account for the tax to be deducted along with the full Reimbursement Request amount, the tax will then be deducted from the Reimbursement Request amount to ensure that it is being applied in the State of California.



REIMBURSEMENT REQUEST

- Student Organization Event Allocation Fund ONLY: If the receipts submitted exceed more than the total amount allocated, then the additional costs will not be reimbursed. One or more checks can be issued for reimbursement for the same event as long as the total reimbursable amount exceeds \$150.00.
- Revenue Sharing ONLY: Reimbursement request receipts totaling more than \$50.00 at a time will require a campus advisor approval email. The student getting reimbursed will email their organization campus advisor requesting reimbursement approval by stating the dollar amount, what was purchased in detail (which should match what is on the receipts), and that it is coming from Revenue Sharing from the specific organization. The campus advisor will need to respond approving the reimbursement in order to be valid. The email will need to be submitted at the same time that the Reimbursement Request is filled out and receipts are turned in.

Items that we do not reimburse for:

-Alcohol, Tobacco, Firearms, Gift Cards, Plastic Bottles, Styrofoam or Cannabis/Cannabinoid (CBD) Products.