Reimbursement and Advance of Funds Form

Organization: ________________________________

Date of Submission: ________________________________

Contact Email: ________________________________

Name of Treasurer: ________________________________

Type of Request:  
- Regular Reimbursement (I need to get paid back...) □
- Advance of Funds (I need money upfront...) □

Your organization is requesting a reimbursement/advance for:

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<th>Item</th>
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Requested Total Amount of Reimbursement/Advance: __________

Regular Reimbursement Reminders
- Have you attached the receipts that are itemized above?
- Is every item listed? Does the total amount add up correctly?
- Checks will be made out to the Organization in care of the Treasurer.

Advance of Funds Reminders
- Have you attached a price verification of the items you are looking to fund?
- You will need to be able to provide receipts for the items.
- Any unused/unaccountable funds must be returned to USG.
- All Advancements are made out directly to the organization, requiring an organization bank account.

Any questions? Email the USG Treasurer (usg@mtu.edu)

For Office Use Only:
Date approved: __________  Amount approved: __________  Check Req. #: ________________