

SPENDING FUNDS

Employee/ Advisor Only

Check all that apply

- Cash Box
- Reimbursement
- P-Card
- Payment
- Tickets

CASH BOX

Request \$50 cash & a Cash Box from the Cashier's Office for day of event:

Name: _____ Email: _____

(only club advisors and professional staff can pick up a cash box)

REIMBURSEMENT

All original itemized receipt(s) **MUST** be attached.

(If requesting reimbursement with food purchases, please fill out the *Food Purchase Justification Form*)

Please print name of person to be reimbursed: _____

List amount spent: \$ _____ Phone #: _____

Address: _____ City _____ State: WA Zip: _____

SID _____

Please note: after submittal, additional paperwork (A-19) with SSN and signature will be required.

P-CARD

CLUB ADVISORS ONLY: P-CARD for purchases? yes no

Amount \$ _____

Details of purchase: _____

PAYMENT

- Who are you paying?
- Business/ Company
 - On- Campus Catering
 - Speaker/ Performer
 - Print & Mail
 - Other: _____
 - Black Box Theater

1. Submit original contract or invoice

2. Amount \$ _____

TICKETS

Clubs needing tickets or raffle tickets, please contact the CSEL Club Team

All other 522 programs needing tickets or raffle tickets, please contact the CSEL Fiscal Technician

APPROVALS

Requestor's Signature: _____ Date: _____

Supervisor /Club Advisor Name (printed): _____ Budget #: 522-264- _____

Supervisor /Club Advisor Signature: _____ Date: _____

Club Officer signature (if needed) _____

REQUIRED

FOR CSEL INTERNAL USE

CSEL Club Team Member (initial): _____ CSEL Club Mgr. Approval : _____ Date: _____