



## Korbel Student Organization Reimbursement Request

**Please Note:** Original receipts are required for reimbursement.

DU is tax exempt and therefore cannot reimburse for tax. When making your purchase, please give the retailer the **Tax Exempt Number 98-00574**.

Today's Date: \_\_\_\_\_ Amount of Reimbursement Requested: \$ \_\_\_\_\_

Organization: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Reason for Purchase:

### PAY TO:

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State/ Zip \_\_\_\_\_

Student Email: \_\_\_\_\_

### SIGNATURES:

*By adding my signature, I certify that these expenditures are accurate and in accordance with the Korbel Student Organization guidelines.*

Student:

Faculty Representative:

\_\_\_\_\_

**Please submit completed forms to:**

Office of Academic and Student Affairs  
Sie Complex Suite 2030  
Phone: 303-871-6451  
Email: issta@du.edu

### **\*\*For Office Use Only\*\***

#### Charge to:

Fund: 10000

ORG: \_\_\_\_\_

Account \_\_\_\_\_ (completed by EH)

Student Affairs Representative Signature:

\_\_\_\_\_