**Reimbursement Procedures**

1. Reimbursement is given **only** for expenses that have been approved.

2. Purchases must be made “out-of-pocket” and reimbursed afterwards.

3. Requests for reimbursement should be submitted no later than two weeks following the event.

4. The Check Request Voucher is available in the Office of Student Services. Be prepared to provide a reasonably detailed account of what the money was spent on and attach receipts to cover the entire amount requested. Please print when you fill out the form.

5. Enter your Banner ID #, a full name, email or street address in the top section of the voucher. Businesses must include their tax ID number.

6. You must include a complete and itemized description of purchases, required codes and total cost.

7. **NO RECEIPTS = NO REIMBURSEMENT**: RECEIPTS MUST BE TAPED ON TO A SEPARATE PIECE OF PAPER AND PAPER CLIPPED TO THE VOUCHER. RECEIPTS STAPLED TO THE VOUCHER WILL NOT BE PROCESSED.

8. Submit completed voucher to the Treasurer’s folder in the Office of Student Services.

9. Checks for reimbursement will be mailed to the address on the voucher or may be picked up from the Cashier in the MIIS Business Office (during business hours), if you so indicate on voucher. It usually takes one week to receive reimbursement once it has been approved by the Treasurer and the Director of Student Services.

10. Checks are issued twice a week.

**Processing Revenues Received from a Club-Sponsored Event:**

1. Income from an event must be submitted to the Director of Student Services on the first working day following the event. Be advised that sales tax may be owed on a club’s profits.

2. The deposit form, to accompany the deposit, will be completed by the Director. A copy of the completed deposit form will be given to the SC Treasurer.