

Request for Prepayment (Reimbursement) Form

*Student Senate Account
Thomas College*

Club Name: _____
 Requested by (print name): _____
 Signature: _____
 Date: _____

Allocated Student Senate Funds:

Pay to the Order of	Description/ Event	Prepayment or Reimbursement?	Check or Cash?	Amount
			<i>Subtotal</i>	

Club Funds:

Pay to the Order of	Description/ Event	Prepayment or Reimbursement?	Check or Cash?	Amount
			<i>Subtotal</i>	

Total Amount Disbursed: _____

--Do Not Write Below Line--

Date of Disbursement: _____

Checks Prepared by: _____

Approved by: _____