



South Texas
COLLEGE OF LAW
— HOUSTON —
Student Organizations

Reimbursement From Student Organization Bank Account

Ten (10) business day turn-around on reimbursements.

- Fill out the form below completely.
- Email the form and all receipts to your organization Treasurer for approval.
- Receipts must show confirmation of payment.
 - Example of Confirmation of payment will be: receipt showing last 4 digits of credit card, and name on credit card, (or) a screen-shot of the charge on your credit card or bank statement.

Upon approval, Treasurer will email the reimbursement documents to studentengagement@stcl.edu.

Date _____

Organization Name _____

Address Check To (name) _____

Mail Check To (Address) _____

Apt# _____

City, State, Zip _____

Phone _____

Description of Purchase	Amount
Total:	

Office of Student Engagement Use Only

Cashflow360 Invoice# _____ Date Processed: _____

Authorized Signature _____