

## FORMAL GROUP AND THEME HOUSE \$ Disbursement Request \$

Name of person getting reimbursed \_\_\_\_\_

ID # of person getting reimbursed \_\_\_\_\_

SPC # or Address of student getting reimbursed \_\_\_\_\_  
\_\_\_\_\_

Name of formal group \_\_\_\_\_

Cell Phone \_\_\_\_\_

Today's Date \_\_\_\_\_ Amount of reimbursement \_\_\_\_\_

Event or Activity (Description of how money was spent) \_\_\_\_\_  
\_\_\_\_\_

RLM's Signature \_\_\_\_\_

Source of Reimbursement (**check ONE only**):

**House Activity Funding:**

activity fund designed to foster positive community development among house residents

- food costs associated with pizza nights, ice cream socials, etc.
- video rental/purchase for use by house members
- board games and game tables, darts, ping pong balls/paddles, pool table supplies, etc.

**Formal Group Housing Funding** (MUST HAVE AMY's approval before getting reimbursed-Formal Group Houses Only-not theme):

(support for student efforts to build campus community through open house events)

- costs associated with social, recreational, or educational events open to campus (speakers' fees, equipment rental, DJs, bands, advertising, decorations, clean-up costs, etc.)

Turn this form in at the Campus Life Office (Warch Campus Center) along with the ITEMIZED receipts attached. You will receive an e-mail when your disbursement is ready to be picked up at the Campus Life Office. You will then need to take it to the Cashier in Brokaw Hall along with your student ID for reimbursement. Anything over \$50 will be reimbursed via a check sent to you in campus mail.