

## \$ Disbursement Request – Fraternities \$

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

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

SPC# or Address or person getting reimbursed: \_\_\_\_\_

\_\_\_\_\_

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

Cell phone # \_\_\_\_\_

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

Event or activity (description of how money was spent) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Group President's signature \_\_\_\_\_

Source of reimbursement (**check one only**):

- House Activity Funding:**  
Activity fund designed to foster positive community development among house resident
  - 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 (speaker's fees, equipment rental, DJs, bands, advertising, decorations, clean-up costs, etc.)
- Endowment Account** (Group president must have submitted a budget that includes this type of expenditure)
  - Awarding of scholarships and the funding of programs and activities supportive of and consistent with the educational missions of the fraternity and Lawrence University

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 over 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.