

SBA Funding & Reimbursement Guidelines

WHERE TO FIND THE FORMS:

- Funding and reimbursement forms are available online at <https://law.wm.edu/studentlife/studentorganizations/sba/sbaDocs/index.php>.
- Please direct all requests to the SBA Treasurer, Alexa Deutsch.

REIMBURSEMENT TIMELINE (NO EXCEPTIONS):

- All requests must be received within 30 days of the date on the receipt. Reimbursement request received after 30 days may be subject to processing delays.
- Forms should be sent to Alexa Deutsch's email (apdeutsch@email.wm.edu). Forms will be processed weekly.
- A reimbursement form must be submitted for every club purchase—even if your organization uses a school credit account to finance an event.

RECEIPTS:

- SBA will not disperse funds without receipts, in accordance with state regulations.
- Original receipts must be attached to your Funding and Reimbursement forms. Due to school rules, we are unable to accept digital scans of receipts.
- Receipts must be itemized with a list of individual items purchased.
- If your organization made an online purchase for an event, please print out the payment confirmation page/email and attach it to your Funding and Reimbursement form. This will be accepted as a receipt.
- *Note: Receipts must link the purchase to the individual requesting the reimbursement. SBA will look for some identifying information on the document (i.e. name, signature, credit card number).*

CREDIT CARD INFORMATION:

- If a receipt does not have your name or signature on it but does have the last four digits of your credit card, please scan/take a picture of the credit card that was used and attach it to your form. **Black out all but the last four digits** of the credit card number to keep your information safe!

Example:



EMERGENCY FUNDING:

- Please email Alexa Deutsch (apdeutsch@email.wm.edu) if you need to expedite this process.
- Keep in mind that financial decisions are not made solely at the discretion of the SBA because there are state regulations on funding that must be followed.

PLEASE NOTE: Alcohol, gift certificates and cards, and meals on trips (e.g. for a competition weekend) CANNOT be reimbursed from state funds. These items must be on separate receipts to be reimbursed from other accounts. Additionally, upon reimbursement, any funding that does in fact generate sales and/or profit must be paid back to the Accounting Office as an expense, which is eventually added back to you organization's respective funding pool.

All funding requests must have a budget. Most activities are known in advance and prior budgeting facilitates the allocation of funds throughout the year. Failure to submit a budget will make it less likely that expenses will be reimbursed/funded. In this scenario, finances for an event will come out of the pockets of members of your organization.

SBA Reimbursement Form

Please print this page only and return it to the email of your SBA Treasurer, Alexa Deutsch (apdeutsch@email.wm.edu), with the following items attached:

Original receipt(s)

Itemized list of what was purchased (can use receipt if all items are listed)

Copy of credit card used – black out all but the last four digits of the credit card number

A by-name list of event attendees, when applicable

Name: _____

Email: _____ Student ID #: 93_____

Organization: _____

Event and Date: _____

Purpose: _____

TOTAL AMOUNT REQUESTED:

\$

Authorizing Financial Officer

Printed Name: _____ Date: _____

Signature: _____

Please Note: You cannot authorize your own request. If you are your club's financial officer, please have another member of the executive board complete this section.

SBA Treasurer

Printed Name: _____ Date: _____

Signature: _____

(Office Use Only)