Administrator
Student Groups:

The Student Budget Advisory Committee (SBAC) and I look forward to working with you this year to make the budget allocation process as simple and successful as possible for all Wake Forest student groups. The SBAC allocation process can be long and difficult. It will be especially detailed and organized for the benefit of your student group and SBAC as a whole. Your organization will be evaluated, examined, and critiqued to ensure the rules are met and the funds are spent properly. If procedures are followed correctly, all groups are treated fairly. This handbook has been designed to help you understand the funding and spending process better and for your organization to be successful in all endeavors. Please feel free to contact me or your SBAC representative if you have any questions about program reports, your budgets, reimbursement processes, spending procedures, or anything else that is relevant.

Thank you for taking the time to read through this handbook and participating in the SBAC process,

Kathryn C. Webster

Student Government Treasurer 2016-2017
Contents

(Each headline contains a hyperlink to its corresponding page in the handbook)

Important Dates and Other Useful Information for the Year
- Dates and deadlines for 2016-2017
- Where to find forms, information, websites, etc.

The Student Budget Advisory Committee
- What is SBAC?
- SBAC’s role
- SBAC representative assignments

Program Reports
- What is the Program Report?
- What is the main goal of the program report?
- How should your organization prepare for the program reports?

Budget Proposals
- Requirements for budget proposal to SBAC
- The Budget Process: Application, Review, and Hearing and Appeals
- What we do and do not subsidize

Capital and Contingency Funding

Other Funding Information

Reimbursements

Model Expenditure Voucher for the Payment of a Service or Good

Model Expenditure Voucher for Student Reimbursement

Depositing Cash or Checks

WFU Student Expenditure Authorization Form
Important dates and other useful information for the year

Dates/Deadlines (most important part of this handbook)

Red dates are mandatory due dates for all treasurers of organizations with an operating budget. The black dates are for the student budget advisory committee and just informational for treasurers.

- September 14th 4-5pm – President/Treasurer training I (alternative date) Pugh Auditorium
- September 22nd 5-6pm – President/Treasurer training I (alternative date) Pugh Auditorium
- October 30 – Capital Funding requests deadline
- October 30th – 1st program report is due by noon
- December 17th – 2nd program report is due by noon
- January 17th, 18th, & 26th – President/Treasurer training II (mandatory for all new treasurers and presidents)
- January 31st – Budget proposal due by noon
- February 4th – SBAC budget proposal reviews
- February 10th – SBAC budget proposal reviews
- February 13th – SBAC budget proposal reviews
- February 19th – 3rd program report is due by noon
- February 20th – SBAC budget proposal reviews (if additional day is needed)
- February 22nd - 26th – Initial allocation amounts issued
- March 1st – Deadline to submit an appeal to respective SBAC representative
- March 18th – Final appeal decisions issued
- April 5th - 4th and final program report due

Where to find:

- [WFU Financial Services Website](#)
- [Reimbursement FAQs](#)
- [Reimbursement Forms](#)
The Student Budget Advisory Committee

What is SBAC?
The Student Budget Advisory Committee is a student government committee that acts separately to the legislature and is responsible for allocating funds to all chartered student organizations and monitoring the way those funds are spent. Committee members are not required to attend the Senate meetings of Student Government. The Student Government Treasurer acts as the Chairman of this committee, in which there are twelve elected and appointed members in total. Required members include: two elected freshman representatives, two elected sophomores, two elected juniors, two elected seniors, and one elected Chairman (the Treasurer). The last 5 members are appointed by the SG Treasurer.

SBAC’s role:
- The University provides approximately $600,000 each year to cover the annual budgets and operating expenses of all the chartered clubs/student groups on campus and SBAC allocates these funds
- Each committee member is responsible for being a source of information to 8-12 organizations throughout the year and for representing those same organizations during the budget process in February/March
- SBAC allocates funds for the upcoming year during the budget process in February/March
- The SBAC’s job is to make sure the money is handed out in the proportions that will allow as many activities to successfully happen on campus. During the allocation process, SBAC takes into account the successes and failures of each group’s activities. Further we take size, program reports, activities performed, potential growth, and fundraising into account.

SBAC Representative Assignments
[If your organization has trouble contacting your SBAC representative at any time contact the Student Government treasurer immediately]

• Alexine Carr:
Cycling, Mock Trial, Women’s Club Volleyball, Ballroom Club, Students for Education Reform, Demon Divas, Model UN, Roosevelt Institute, Chi Rho, Cultivate Consciousness, and Nourish International

• **Ari Aloni**
  Plead the Fifth, OGB, College Democrats, Fencing Club, Habitat for Humanity, Howler, Philosophy Club, Euzelian Society, Episcopal Student Union, Baptist Student Union, and Her Campus

• **Ashley Hagan**
  Equestrian Team, Prepare, APO, AfriCasa, Best Buddies, Woof Forest, Girl Up, Students Helping Hundurus, Sign Language Club, Kappa Kappa Psi, and Club Squash

• **Dante Lizza**
  Gospel Club, Boxing Club, Lilting Banshees, Hillel, Spectrum, Chinese Students and Scholars Association, Club Sports Union, SASA, RUF, Deacon Dhamal, and Gender Equality
  • Iman Ahemd

• **James Watt**
  Men’s Rugby, Wesley Foundation, InterVarsity, Club Softball, Tap Club, RHASC, Wake Saturdays, Innuendo, MeloDeacs, Improvabilities, and Lost in Translation

• **Jay Thompson**
  Club Basketball, Archery Club, Wake Adventure Club, Club Tennis, HOPE, Women’s Club Basketball, Club Field Hockey, Ice Hockey, Men’s Lacrosse, Swimming Club, and Korean American Student Association

• **Keenan Osborne**

• **Lucy Shen**
  3-4 oz, Wake TV, Momentum Dance Crew, Circle K, Wake Radio, Golden Key, Salsa Dancing Club, Minor Variation, eta Sigma Phi, HOSA, Chinese Studies

• **Kingsley Bustamante**
• Sam Golden
  Electronic Sports Society, omnicron Delta Kappa, Mortar Board, Allied Health Student Association, Aikido, Order of Omega, Student to Student Ministries, and French Club

• Sydney Packard
  Women’s Club Golf, Women’s Ultimate Frisbee, Men’s Club Soccer, Women’s Lacrosse, Women’s Club Soccer, Running Club, Pre Law, Men’s Volleyball, Delight, Karate, and Italian Club

• Treasurer Kathryn Webster
  SG, Men’s Golf, MSA, College Republicans, Arch Society, VSC, BSA, OLAS, AKPsi, Orthodox Christian Fellowship, American Chemical Society, and English Student Alliance
Program Reports

What is the Program Report?
The program report acts as an objective examination and evaluation of the events held by an organization with respect to attendance level and effective use of funding. Since a very large amount of money is handed out annually to student groups, it is important to keep track of those expenses not only in monetary terms, but also in terms of the number of events held with the money, the success of those events, and the effectiveness with which the money was spent.

What is the Main Goal of the Program Report?
The main goal of the program reports is to spend money effectively, to make the SBAC process more efficient, and to use the documented expense information to help the SBAC make educated decisions when allocating money based on your groups’ successes. As beneficiaries, we need to be held accountable for our expenditures. By keeping a record of campus activities and the money used on them, groups can demonstrate their successes to the SBAC and improve the experiences at Wake Forest for the next year. The program reports should be completed by the scheduled dates and be emailed to the group’s SBAC representative.

How should your organization prepare for the Program Report?
- Spend your money wisely. Although this may sound obvious, don’t spend your money on unapproved expenses such as personal parties, alcohol, and unnecessary lunches/dinners etc.
- Keep Track of your Expenditures. Make sure that you keep track of the details of the events on which you do spend your money, such as the number of attendees and the other information that is required in the progress report.
- Correspond with your SBAC representative. Your SBAC representative will function as the main method of communication between your student group and Student Government. They will get to know your organization and will be representing your organization through the budget process. It is most profitable for your organization to maintain a positive relationship with your representative as to utilize them as a resource and so they can positively advocate for you in the budget process.
- Complete the Program Report here. Fill out the 4 program reports online on the dates listed.
Budget Proposals

Requirements due January 31st, 2017:

- A completed budget proposal. There is a standard application online this year and it can be found on the Student Government website [here](#).

- Two program reports must be completed online by the time the budget proposal is to be submitted. Your SBAC representative will collect the program reports to supplement your budget proposal. Note that any group that does not complete at least 4 program reports by the end of the academic year does not qualify for funding.

- Price references for your proposed budget must be included in your budget proposal document. If you have a specific parameters for what you will want to purchase for the following fiscal year (this may be a specific item model, hotel you want to stay at, anything with a specific price) you must provide a price reference. If you have made a similar purchase in the current fiscal year or in years prior it is best to include an old receipt or old proof of purchase. Otherwise please provide a quote, statement, or website page so that we may know what you are purchasing exactly and how much. Otherwise we will price your items at the lowest potential value that the committee can find; or we may not allocate funds for that purchase at all.

The Budget Process: Application, Review, and Appeals

- The first requirement is the online submission of your proposed budget by noon of January 31st, 2017.

- The Treasurer and Student Budget Advisory Committee will review all proposals first then redistribute initial allocation numbers and reasoning for those allocations.

- Should an organization pursue an appeal they should fill out an appeal form online [here](#).

- There is only one appeal opportunity and after that appeal the Student Budget Advisory Committee will create a tentative list of budget allocations for the following fiscal year and those decisions will be final for an organization unless they leave a significant amount of their budget unspent, spend their money on things that SBAC does not subsidize, or they fail to turn in the remaining 4 program reports.

- The final budget will be submitted to the Student Government Legislature for approval after the appeals process is over.

What we do and do not subsidize?
What we do subsidize:

- Gas for vehicles for trips, tournaments, tours, conferences, and other events at $0.20/mile. (Price subject to change)
- Van rental fees
- Some types of lodging: Hotels – We will pay $40/room/night at a hotel unless circumstances require a larger amount. For a hotel in a big city (NYC, LA, ATL, DC, etc.) we will pay a max of $60. Campsite rental – if your group is staying at a campground instead of a hotel.
- Entrance fees for tournaments or other events in which the organization is participating.
- Supplies for participation in service/philanthropic events such as project pumpkin.
- General supplies for normal operating activities. Such supplies include tape, pens, paper, etc.
- Advertising materials. This includes, but is not limited to: posters, markers, photocopies at $0.08/copy.
- Room and equipment rental for events. This includes auditorium rental, microphone and set up/clean-up costs.
- Decorations for events.
- Items that are used to foster an event that raises money for a charity.
- And any specific items you can demonstrate to the SBAC are required for your event/group to be successful on campus.

What we DON’T Subsidize:

- Capital funding – one time expenditures that are non-reoccurring (if it doesn’t occur yearly it should not be subsidized). This includes items like uniforms, equipment, banners, etc. that groups should keep year to year.
- Uber or other unauthorized form of transportation
- T-shirts, unless they are essential to the success of an event and, if that is the case, we subsidize t-shirts at 50% of the cost.
- Gifts for members
- Entrance fees for on-campus service events such as DESK, Hit the Bricks, Wake n Shake
- Food. Exceptions include events such as the homecoming BBQ, which could not take place without the purchase of food. Organizations are usually allotted 1-2 events per academic year where food can be purchased but such events must be approved by SBAC.
- Gas or other expenses for outside/non-wake personal such as speakers, coaches, etc.
- Airfare
- Lodging such as house or condo rental and not lodging over breaks such as spring, summer, winter, etc.
- Lounge rental, lounge improvements, lounge cleaning supplies, kitchen supplies, permanent decorations for lounges or other facilities, etc.
- Composites
- Dues (national or local) over $1,000. Not including participation fees for national sports organizations.
- Do not subsidize Individual membership fees if SBAC is subsidizing a team membership fee (club sports).
- Summer/spring break service trips
- University loans (for CDs, for example)
- We do not make direct donations to charities or other external beneficiaries. The money is meant to sponsor on campus activities that directly involve Wake Forest students.
- SBAC funds cannot be used to purchase alcohol. Student Government and Student Union are the only two organizations with permission to purchase alcohol for student events, such as Homecoming and Shag on the Mag.
- SBAC does not fund Greek or Varsity activities.

*If you are still uncertain about whether your expense will be covered by the SBAC, contact your SBAC representative or the Treasurer, webskc13@wfu.edu, BEFORE the SBAC budget proposal reviews.*
Capital and Contingency Funding

Definitions:
Capital Funding – Funding for one-time capital expenditures such as basketballs, jerseys, a banner, etc. These items cannot be purchased out of your SBAC operating budget.

Contingency Funding – Funding for events or trips that cannot be subsidized in your SBAC budget due to the event’s tentative occurrence or the varying nature of an event. These occurrences include speakers for events, nationals that must be qualified to attend, conference that does not occur every year, etc. Newly chartered groups will apply for contingency funding if they are interested in receiving a budget for the current year.

Both applications:
- Must be chartered prior to receiving funding
- Do not round any figures
- Fill out every blank
- Must attach proof of every expense that is not evident (mileage, items, rental fees, etc.).
Other Funding Information

- To be authorized to sign for expenditures and reimbursements, you must complete the student authorization form [here](#) in the SBAC Handbook. The form can also be found on the financial services webpage (link found on pg. 3).

- Organizations who have been chartered after budget proposals can apply for contingency funding anytime throughout the year but will not be eligible for more than $1,000.

- Organizations who have been recently chartered and want to apply for a budget for the next fiscal year and go through the process but will not be eligible to receive an allocation over $1,000.
Reimbursements

Pay for expenses up front and save your receipts (make a copy for record)

Fill out an expenditure voucher:

- In the section “Make Payable To”, write the name of the person who is being reimbursed.
- If that person is a WFU student, tick the “Student WFU ID#” circle and write his/her ID number.
- In the “Home/Local Address” write the address where the student would like to receive the reimbursement check. A PO Box number is fine.
- Respond to the “Are you a US Citizen?” question.
- Include the student’s phone number in the “Campus Phone #” space.
- Under “Business Purpose” list a brief description of the expense. For example: gas money for tournament in Georgia.
- Under “Acct”, include the Account number that best describes the type of expenditure that was made. Below are some commonly used Account #s and others are listed in a document on the Treasurer’s Portal.
  - 53010 = Supplies and Expense
  - 53012 = Copy Expense
  - 54010 = Travel
  - 54011 = Catering
  - 54018 = Entertainment
  - 54516 = Speakers
  - 51515 = General Equipment
  - 53011 = Postage
  - 56520 = Reimbursement of Expense
  - 55520 = Bulletins, Brochures
  - 51010 = Memberships, Dues & Subscriptions
- Under “Dept.”, include your Department Code, but more than likely you will be using your Budget Code (AKA: a 129 account number).
- Under “Amount”, include the cost of each expense and total the expenditures in the space labeled “Total”.
- The recipient of the reimbursement should sign the “Payee Signature” line and date the request.
- For an expense under $100, someone other than the individual being reimbursed must sign off on the reimbursement. For an expense over $100, the signature of the faculty adviser is required for the reimbursement to be processed.

- Staple the receipts for all expenditures requiring reimbursement to the back of the expenditure Voucher and you can email the scanned document to Accounts Payable at ap@wfu.edu or you can bring it to the Financial Services office and they will send it to AP.

If the reimbursement is for a student and under $50 then bring all the required forms to the Financial Services office and they will reimburse you with cash on the spot
Depositing Cash or Checks

You can deposit money into your SBAC account or your Agency Account Follow these steps:

- Fill out the form which can be found on the Treasurer’s Portal as “Deposit Form” (example below, filled out like an expenditure form)
- Description: what the cash or check is from
- Fund: if using your SBAC account the entry here should be “111111” and if it is your agency account put your agency account number “A000XX”
- Organization: your budget code or 129 number “129XXX”
- Account: this is an account code and it describes what kind of deposit it is. The complete dictionary of account codes are on The Link, within the Treasurer’s Portal
- Activity and Location: you can leave blank
- Amount: amount of deposit
- Give the form and the cash or check to financial services
Model Expenditure Voucher for the payment of a service or good
Wake Forest University
Financial and Accounting Services

**Expenditure Voucher**

**Make Payable To:**
(Full Name)

**Name of Company or Person being paid**
_________________________

**Home/Local Address:**
_________________________

this is where the check will be mailed

**Campus/Phone #**
_________________________

Company Tax Id or personal SS#
_________________________

(if other please provide TIN/SS#)

Delivery Method:
- [ ] US Mail
- [ ] Hold for Pick-up

Are you a US Citizen?
- [ ] Yes
- [ ] No

Please include the following:
- [ ] Account Number
- [ ] Dept. Number/Proj/Grant#
- [ ] Authorized Approval Signature
- [ ] Itemized/Detailed Receipt of Purchase(s)
- [ ] Original receipt(s)/Proof of Payment
- [ ] Added Correctly
- [ ] Specific detailed business purpose

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Fund</th>
<th>Dept</th>
<th>Acct</th>
<th>Activity/ Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To pay out of SBAC budget write 111111 in fund</td>
<td>111111</td>
<td>129xxx</td>
<td>50310</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>Ex: Paid Club Ping Pong Coach for Fall</td>
<td>111111</td>
<td>129xxx</td>
<td>50310</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>to pay out of an Agency Fund write in your fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid Club Ping Pong Coach for Fall</td>
<td>A00000</td>
<td>129xxx</td>
<td>50310</td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

Total 100.00

*I certify that the above charges are true, just, and were incurred for school related business, and no part of these expenditures have been or will be reimbursed by a third party, external organization, or individual.* (By signing below, you agree to this statement.)

**Payee Signature:** Whoever is receiving the check  
**Date:**

**Approval Signature:** Authorizing signature from organization: treasurer, pres...  
**Date:**

**PLEASE STAPLE ALL RECEIPTS & PROPER DOCUMENTATION**

If purchase > $100; you need Faculty Adviser Signature
Model Expenditure Voucher for student reimbursement
Wake Forest University
Financial and Accounting Services

Expenditure Voucher
ALL CHECKS WILL BE MAILED DIRECTLY TO YOUR HOME/LOCAL ADDRESS

Make Payable To: 
(Full Name) 

Student Name 

Home/Local Address: 
Campus Box or other address 

Check the box and write # here 

Delivery Method: 

Campus/Phone # 
Student Cell phone # 

Are you a US Citizen? 

Answer This >> 

Please include the following: 

*Account Number 
*Signature of Payee 
*Itemized/Detailed Receipt of Purchase(s) 

*Dept. Number/Proj/Grant# 
*Detailed explanation of charge(s) 
*Added Correctly 

*Authorized Approval Signature 
*Original receipt(s)/Proof of Payment 
*Specific detailed business purpose 

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Fund</th>
<th>Dept</th>
<th>Acct</th>
<th>Activity/Loc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the Purchase: Who, What, Where, When, etc.</td>
<td>describes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To pay out of SBAC budget write 111111 into fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>Ex: Paid (club name) coach for Fall</td>
<td>111111</td>
<td>129xxx</td>
<td></td>
<td></td>
<td>50310</td>
</tr>
<tr>
<td>to pay out of an Agency Fund write in your fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid (club name) coach for Fall</td>
<td>A00000</td>
<td>129xxx</td>
<td></td>
<td></td>
<td>50310</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

"I certify that the above charges are true, just, and were incurred for school related business, and no part of these expenditures have been or will be reimbursed by a third party, external organization, or individual." (By signing below, you agree to this statement.)

Payee Signature: Whoever is receiving the check 
Date: date 

Approval Signature: treasurer, president, exec member. 
Date: date 

PLEASE STAPLE ALL RECEIPTS & PROPER DOCUMENTATION 

If purchase > $100; you need Faculty Adviser Signature
Wake Forest University
Student Organization Expenditure Authorization Form

The information provided on this form is for authenticating the approval of expenditures for the stated organization. Signatures provided on this form must be full name (first and last name) and legible (must be interpreted by others). For signatures that cannot be easily interpreted by others, the printed name must accompany the signature on each document approved and submitted to Accounts Payable.

Signature authority for expenditures under $100.00 must be either two authorized students (names should appear below) or the faculty advisor. Signature authority for expenditure over $100.00 must be approved by an authorized student and the faculty advisor.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor</td>
<td>Organization account # (Only first 6 digits required)</td>
</tr>
<tr>
<td>(Printed Name)</td>
<td></td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td></td>
</tr>
<tr>
<td>(Signature)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed First and Last Names of authorized individuals</th>
<th>Approval Signature as it will appear on invoices (cannot be initials)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must submit the first and last name printed and signature of the approver on this form. For signatures not easily interpreted by others, you must submit your signature along with printed first and last name on all documents submitted to Accounts Payable. Failure to comply will result in extended payment processing times.

For expenditures under $100.00 two authorized students may approve.
For expenditures over $100.00 one authorized student and the faculty advisor must approve.
Expenditure Voucher Form
Wake Forest University
Financial and Accounting Services

Expenditure Voucher

Make Payable To: ___________________________ Home/Local Address: ___________________________
(Full Name) ___________________________

Check One

○ Employee WFU ID#
○ Student WFU ID#
○ Other - Need TIN#/SS#

(if other please provide TIN/SS#)

Campus/Phone # ___________________________

Delivery Method:

Check One

○ US Mail
○ Hold for Pick-up

Are you a US Citizen?

Check One

○ Yes
○ No

Please include the following:

*Account Number  *Signature of Payee  *Itemized/Detailed Receipt of Purchase(s)
*Dept. Number/Proj/Grant#  *Detailed explanation of charge(s)  *Added Correctly
*Authorized Approval Signature  *Original receipt(s)/Proof of Payment  *Specific detailed business purpose

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Fund</th>
<th>Dept</th>
<th>Acct</th>
<th>Activity/Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"I certify that the above charges are true, just, and were incurred for school related business, and no part of these expenditures have been or will be reimbursed by a third party, external organization, or individual." (By signing below, you agree to this statement.)

Payee Signature: ___________________________ Date: ___________________________

Approval Signature: ___________________________ Date: ___________________________

PLEASE STAPLE ALL RECEIPTS & PROPER DOCUMENTATION