BOSTON COLLEGE LAW SCHOOL
Student Organizations (excluding LSA)
Reimbursement Form

*All reimbursements must be submitted within 30 days from date of purchase.*

For all reimbursements, please include:
* All original, itemized receipts with this form. Receipts must be taped (on all sides) to a white piece of paper and all staples removed. This also must include a receipt (not an invoice) showing proof of purchase (i.e. credit card/cash receipt or credit card statement).
* All food expenses must include a list of attendees.
* Your organization’s president or treasurer must sign this form for approval.

Date: _____________________
Payable To: ____________________________________________
Student Organization: _________________________________
Amount of Request: _________________________________
BC Eagle ID: __________________________________________
E-Mail Address: ________________________________________
Local Address: ________________________________________

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE EXPENSE AND ITS BUSINESS PURPOSE:

__________________________________________________________________________

Date of Event: __________________________

** Name of Organization’s President/Treasurer: _________________________________

** President’s/Treasurer’s Signature (for approval): ______________________________

** Treasurers/Presidents seeking reimbursement must obtain a signature for approval. You cannot sign off on your own reimbursement.

Please complete this form and submit it to the Fiscal Services Office in Stuart 302.