

# Procedure for Reimbursement

## Request that Student Council Approves Funds

Contact Student Council Secretary to add your request to the next Student Council Meeting Agenda



## Student Council Approves/Declines request for funds

Attend the next Student Council Meeting to explain the request being made



## Payment is made by Reimbursement or by Invoice

For reimbursement, fill out a blue reimbursement form obtained from Sliva Bedoyan or the Student finance team leader, attach receipts, and turn it into either of the two listed above.

For invoice payment, take the copy of the invoice to Susan Weider and it will be purchased. Follow up some time later to make certain everything was paid for.