

College of Medicine Student Council Reimbursement Request Form

Guidelines for Student Council Reimbursements

1. **The original and itemized receipts must be submitted (via email is preferred) within 30 days of purchase.** Accounts Payable will not accept any reimbursements unless an itemized proof of purchase is presented.
2. **A list of Attendees or sign-up sheet** is required. A recipient list may be substituted for an attendee list depending on the occasion/items purchased.
3. **Direct Deposit is required.** Please complete Direct Deposit Form, if needed. Reimbursements are finalized approximately 2 weeks after it is initially processed through the Dean's Office.
4. **Student council funds will NOT be disbursed in advance.** Students must be prepared to pay at the time of purchase and can expect to be reimbursed by your group's allotted funds in Student Council. Only under special circumstances will the Dean's Office accept invoices from vendors for direct pay. For instances as such, the student(s) must contact the Dean's Office for approval **prior** to such transaction.
5. Whenever a student contracts with a vendor for an event/service, the contract must be submitted to the Dean's Office and enter into Engage **at least 6 weeks in advance** of the scheduled event for processing. **Students are not allowed to sign contracts.**
6. **Email Karen Brewer: brewekar@musc.edu**
7. Per University policy, Amazon purchases are no longer reimbursable, as the Dean's Office maintains an Amazon account. If an Amazon purchase is required, please email COM Student Affairs: **com-student-affairs@musc.edu** to request assistance.

Name of COM Student Organization		
Title & Purpose of Meeting		Meeting Date:
Vendor Used <small>(i.e. Target or Moe's)</small>		
Reimbursement Amount	\$	
Student Name		
Full Mailing Address		
Student I.D. Number		
Contact Information	Email:	Phone:
Signature		Date:

**Please be advised that incomplete reimbursement requests will not be processed.
Please make sure that you submit all necessary and required documentation!**

Checklist:

- ⇒ **Completed Reimbursement Request Form**
- ⇒ **Itemized Receipt(s)**
- ⇒ **List of Attendees/Copy of Sign-in Sheet or Equivalent Supporting Documentation**
- ⇒ **Direct Deposit form (required). If completed and submitted already, no need to submit again unless there has been a change with your financial institution.**