

Club Procedures Review

Requesting Reimbursements

Requesting Advances

Submit Documents 1, 2, and 3

Submit Documents 1 and 2

1

ASB REQUEST FOR DISBURSEMENT

SUBMIT COMPLETED FORM AND ORIGINAL INVOICERECEIPTS TO LPC BUSINESS OFFICE. ALLOW 10 DAYS TO PROCESS.

CHECK PAYABLE TO: _____
DISBURSE TO: _____

CHECK ONE: Invoice attached Receipts Attached Advance Submit receipts with check stub ASAP (Within 10 working days)

PAYMENT INFORMATION	ORGANIZATION/CLUB NAME	\$	CHECK TOTAL
	FUND: -ORG- ACCOUNT #	\$	AMOUNT
	FUND: -ORG- ACCOUNT #	\$	AMOUNT

PURCHASE FOR: EVENT NAME and/or PRODUCT _____ DATE OF EVENT _____

PAYMENT AUTHORIZATION	AUTHORIZED CLUB OFFICER _____	V. P. BUSINESS SERVICES _____
	FACULTY/CLUB ADVISOR _____	ADMINISTRATOR _____ DATE _____

1

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PURCHASE FOR: EVENT NAME and/or PRODUCT _____ DATE OF EVENT _____

PAYMENT AUTHORIZATION	AUTHORIZED CLUB OFFICER _____	V. P. BUSINESS SERVICES _____
	FACULTY/CLUB ADVISOR _____	ADMINISTRATOR _____ DATE _____

Advances are Payable to and Disbursed to Advisors Only

Club Officer Must Sign

2

FUNDING APPROVAL

THIS FORM IS MANDATORY AND MUST BE COMPLETED.

Approved by the Board of Directors of the University of Louisiana at Lafayette

Club Name: _____
Date: _____

Motion: _____
moves to: _____
up to \$: _____
For: _____

Seconded by: _____

Roll Call (when involving \$500 or more):

Yea	Nay	Abstain	Excused
1. (Name) _____ (Y/N/A)	11. (Name) _____ (Y/N/A)	21. (Name) _____ (Y/N/A)	
2. (Name) _____ (Y/N/A)	12. (Name) _____ (Y/N/A)	22. (Name) _____ (Y/N/A)	
3. (Name) _____ (Y/N/A)	13. (Name) _____ (Y/N/A)	23. (Name) _____ (Y/N/A)	
4. (Name) _____ (Y/N/A)	14. (Name) _____ (Y/N/A)	24. (Name) _____ (Y/N/A)	
5. (Name) _____ (Y/N/A)	15. (Name) _____ (Y/N/A)	25. (Name) _____ (Y/N/A)	
6. (Name) _____ (Y/N/A)	16. (Name) _____ (Y/N/A)	26. (Name) _____ (Y/N/A)	
7. (Name) _____ (Y/N/A)	17. (Name) _____ (Y/N/A)	27. (Name) _____ (Y/N/A)	
8. (Name) _____ (Y/N/A)	18. (Name) _____ (Y/N/A)	28. (Name) _____ (Y/N/A)	
9. (Name) _____ (Y/N/A)	19. (Name) _____ (Y/N/A)	29. (Name) _____ (Y/N/A)	
10. (Name) _____ (Y/N/A)	20. (Name) _____ (Y/N/A)	30. (Name) _____ (Y/N/A)	

Decision on Motion: Passed / Failed (circle applicable motion)

Supported by: _____ (number of supporting members)

Opposed by: _____ (number of opposing members)

Abstained by: _____ (number of abstaining members)

Adviser in Attendance: _____ Date: _____

2

FUNDING APPROVAL

THIS FORM IS MANDATORY AND MUST BE COMPLETED.

Approved by the Board of Directors of the University of Louisiana at Lafayette

Club Name: _____
Date: _____

Motion: _____
moves to: _____
up to \$: _____
For: _____

Seconded by: _____

Roll Call (when involving \$500 or more):

Yea	Nay	Abstain	Excused
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Decision on Motion: Passed / Failed (circle applicable motion)

Supported by: _____ (number of supporting members)

Opposed by: _____ (number of opposing members)

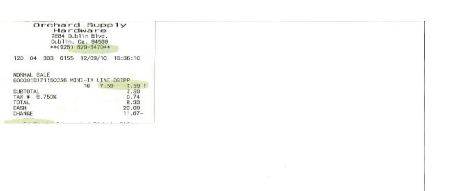
Abstained by: _____ (number of abstaining members)

Adviser in Attendance: _____ Date: _____

Club Advisor Must Sign

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Original Receipts



You **MUST** submit requests for advances at least 2 weeks prior to the date needed!