

New Mexico Institute of Mining & Technology Student Government Association

***PLEASE FILL OUT IN PEN!***

This form is to request payment of reimbursement for social amenities and/or entertainment expenditures. It **MUST BE SIGNED** by both the administrator in charge of the account being charged AND by the requestor.

**\*\*\*BEFORE PROCEEDING: If the amount you wish to get reimbursed for exceeds \$100 a Direct Payment form MUST be filled out.\*\*\***

Requestor Name: \_\_\_\_\_

Department/Club: \_\_\_\_\_

Amount: \_\_\_\_\_ Account Number: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_

PO Box/Address: \_\_\_\_\_

Purpose of Event (Indicate the public purpose met by the expenditure):  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Date of Expenditure: \_\_\_\_\_ Budgeted for:  Yes  No

I certify that the above amount does NOT include any expense for alcoholic beverages of any kind.

I certify that the above amount INCLUDES an expense for alcoholic beverages and therefor IS NOT being charged to state or federal funds.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please list names of all participants and organizations they represent on the back of this sheet. Names may also be attached in the form of an attendance sheet.

Authorized by: \_\_\_\_\_

Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_