**Under $100**

Student Organization Name: ____________________________ Date Submitted: ______________

Name of Applicant: ____________________________ Email: ____________________________

→ Applicant’s position within COCC: Student? ___ Faculty Advisor? ___ Other: ____________________________

Cost Type:
- Operation Costs (regular costs)
  - Food for meetings
  - Club binder
  - Printing costs for posters

- Capital Costs (special costs)
  - Decorations for event
  - T-shirts, stickers, hats, etc.
  - Paying for a logo design

Goods & Services Summary: _____________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Total Reimbursement Amount: $ ____________________________ Singular Receipt? / Multiple Receipts? (circle one)

Reimbursement Processing

Reimbursed Party...
- COCC Student
- COCC Staff
- Non-Student
- Sodexo
- Off Campus Vender (additional forms may be required, follow up with Dir. of Financial.)

Check payable to: ____________________________________________________________

Check Amount $: ________________________________________________________________

How would you like us to notify you when your reimbursement is ready? (circle one)

( Email? ) or ( Text Message? )

If you’d like us to send you a text when your check is ready, list a number we can text you at!
(please include your area code): __________________________________________________

- **Pick up your check?**
  (Our office hours are posted on the ASCOCC homepage, and our office is in the Coats Campus Center, RM 207.)

- **Get it mailed?** Mailing Address:
  (Our mail service on campus typically needs one business week to make sure your letter is mailed, so please account for this.)

Make sure that all relevant receipts for this reimbursement request are attached. If possible, make sure the receipts are itemized. Allow up to 2 weeks for processing.