Roger Williams University
SCHOOL OF LAW

Student Bar Association Payment Request Form

Submit this form to SBA Treasurer for Reimbursement/Payment

Today's Date _____

Official Use Only
Voucher # _____
Amount $ _____

Payment Information

Budget: SBA Miscellaneous / 13-8225000-61050-2 Amount: $ _____

Pay to: Name: _____ Student ID#: _____

Email: _____ Mailbox: _____

Address: _____

_____

Event Details

Student Organization: _____

Event Date & Location: _____

Description/Explanation of Expenses: _____

_____

_____

Required for Submission

- Attach original receipts verifying payment (taped to a 8 ½ x 11 sheet)
- If reimbursement includes multiple receipts, a totaling of all the receipts must be attached
- Submit to organization president for submission to SBA Treasurer
- A separate Payment Request Form must be submitted for each person. If two students are being reimbursed for the same event or are splitting an expense, submit the forms together.

_____ _____

Student Submitter Date SBA Advisor Date

_____ _____

SBA Treasurer Date Office of Business Affairs Date