

CDM Club Reimbursement Cover Sheet

Submitter Name:

UNI:

Organization Name:

Submission Date:

CHECKLIST

- ORIGINAL receipt
- SEPARATE ORIGINAL receipt for alcohol/beer purchases
(if applicable)
- Credit card or bank statement reflecting purchases
(please highlight purchases)
- Flyer/advertisement for event
- Student sign-in sheet from event
- Copy of approval email from SGA
- Copy of FairPay Follow Up form (print the page before
submitting the online form)

You must submit these materials within 30 days of event for reimbursement consideration. Please allow 2-4 weeks for processing, and direct any questions to Jary Patrocinio (jp172) or Rohan Prabhu (rjp2149). Thank you!