

CLUB PURCHASE PRE-APPROVAL & REIMBURSEMENT FORM

Preferred method to make purchases is using the Student ONECARD and matching form. Use this form ***if*** Student is using personal funds for reimbursement.

- 1) Email this completed form (with signatures) to StudentReimbursement@Owen.Vanderbilt.Edu ***prior*** to spending money. If needed, approval can be emailed to same email address referencing the expense.
- 2) Owen Finance will return to student via email this form with the correct ACCOUNT/PROJECT INFO (where this will be costed/charged) once accounting approvals have been completed internally.
- 3) Person seeking reimbursement should create and submit an expense report via Vanderbilt Oracle Cloud Expense Module. Instructions will be sent with approved form via email.

*****Use this form PRIOR to spending club funds. Treasurer or President approval is required prior to purchase. Reminder: You cannot approve your own expense or reimbursement.*****

REQUIRED INFORMATION	FILL IN COMPLETELY
CLUB NAME	
YOUR NAME	
VENDOR/SUPPLIER	
EVENT NAME	
EVENT DATE & TIME & LOCATION	
# OF ATTENDEES (IF FEWER THAN 10 YOU WILL NEED NAMES TO LIST ON YOUR EXPENSE REPORT IN ORACLE)	
ESTIMATED COST	
BUDGET TO BE CHARGED? (I.E. CLUB, OSGA, EVENT?)	
PRESIDENT OR TREASURER NAME	
PRESIDENT OR TREASURER SIGNATURE	
ACCOUNT/PROJECT INFO (PROVIDED BY FINANCE DEPARTMENT)	
ACCOUNT STRING	
PROJECT NUMBER	
TASK NUMBER	
EXPENDITURE ORG	

IMPORTANT: VANDERBILT UNIVERSITY IS **TAX-EXEMPT**. OBTAIN A TAX EXEMPT FORM FROM OWEN TO PRESENT TO VENDOR.

UPLOAD ITEMIZED RECEIPT WITH PROOF OF PAYMENT TO ORACLE'S EXPENSE MODULE TO OBTAIN REIMBURSEMENT.