



Clubs and Organization Reimbursement Instructions

Clubs and Organizations are each allotted a set amount of money each trimester. There are a few factors that go into whether or not the club/organization get the full \$200 funding such as filling out the EOT, attending the leader meeting, and attending the club and org fair. To get reimbursed for purchases made for your club please follow these steps.

1. Submit a Funds Request Approval Form **TWO WEEKS** in advance to get preapproved for your purchase. Not every purchase will be reimbursed, so to avoid you spending money on something that will not be reimbursed by senate, please make sure to give us ample time to approve your spending request.
2. Once you have been approved, go ahead and spend that money! Keep EVERY receipt and fill out and Expense Voucher which is located under your NWHSU Student Clubs and Organizations teams page under the "Files" tab. When filling out the expense voucher please attach the receipts and email the Student Treasure (Mason Hachey, mhachey@nwhealth.edu)
3. Once the Student Treasurer has received your Expense Voucher and Receipts, they will be sent to Accounting for them to process your reimbursement. This may take a few weeks, so please be patient.