



Dwight Hall at Yale

Campus and Community Fund

REQUEST FOR REIMBURSEMENT

Complete this form and number and staple receipts behind this page. Submit the stapled packet—no folders, paper clips, or envelopes—to the Financial Coordinator’s mailbox in the Dwight Hall lobby.

Please do not email in receipts

Please refer to the Dwight Hall website for methods of reimbursement.

Questions? Contact the Financial Coordinator at financial@dwighthall.org

General

Group:	
Name of Requestor:	Email:
Payable to:	Total Reimbursement Amount: \$

Receipts – please attach (staple) and number each receipt

#	Purchase description e.g. flyers	For what? e.g. Publicity for film screening	Amount
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$

Certification – check each box and sign

The information contained herein is true and accurate to the best of my knowledge and belief.

All of these purchases were approved on our funding application and directly contribute to community service, social justice and/or activism.

We have listed Dwight Hall as a sponsor on our materials.

Signature of Requestor:	Date:
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APPROVALS

ExComm Financial Coordinator:	Date:
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Finance Director:	Date:
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Entered By:	Date:
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Payment Type:	Ck/Confirm No:	Date:
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