

Party Fund Reimbursement Request

Reimbursement is for non-alcoholic beverages and food **only**.

NAME _____ ID # _____

TODAY'S DATE _____ E-MAIL _____ BOX # _____

PHONE # _____ AMOUNT OF REQUEST _____

DATE AND LOCATION OF PARTY _____

NAME OF MAIN PARTY HOST _____

CHECK PARTY LEVEL: LEVEL 1 (UP TO \$30) LEVEL 2 (UP TO \$60) LEVEL 3 (UP TO \$90)

You must submit all **original** receipts with this form. If receipts are not the original receipts from the store where the purchases were made, you will not be reimbursed. You may make a copy of the receipts for your records. **Receipts are due Thursdays by 5pm** and should be submitted to the Student Life Office. If you turn in the receipts by that time, you should expect to receive a check from the Controller's Office in about 2 weeks. Your reimbursement check will be made out to you and put in your mailbox.

Contact the Office of Student Activities at studentactivities@brynmawr.edu if you have questions or concerns. Thank you.