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.*