

Date Submitted: _____

SEC Reimbursement Form

Please fill out the information below in its entirety to receive a reimbursement. In addition to completing this form, you must include the receipts from your purchases. Please e-mail this form and the receipts/invoices to the current Director of Philanthropy.

General Information Name (First and Last) _____

E-mail _____

Organization/Department _____

Total Amount Requested for Reimbursement _____

Reimbursement type and semester/year of award (Engineering Organization Fund, Design Team Endowment, Big Contribution) Ex. EOF, Fall 2012

For Engineering Organization Funds or Big Contribution:

Payee Name(s) _____

E-mail _____

Address of office location (where check can be mailed if necessary)

For Design Team Endowment:

Department/Fund number (unique to your design team) _____