

ECOS Financial Request Form

Required Information:

Name: _____ Student ID #: _____

E-Mail: _____ Box Number: _____ Phone #: _____

Name of Club/Organization: _____

Reason/Purpose for action: _____

Amount Requested: _____ Current Date: _____

Type of Action Requested:

- Reimbursement *Fill out a separate form for each student to be reimbursed and attach the original receipts.*
- Invoice *Attach original invoice to this form* Invoice #: _____
- Deposit
- Statement of Transactions (May be requested twice per semester)

Signature of Club/Organization President is necessary to authorize funds for disbursement.*

Signature of Club/Organization President and Date

Printed Name

Signature of ECOS VP of Financial Affairs and Date

Reimbursement requests involving purchases more than 30 days old WILL NOT be processed.

If you are unsure of the appropriateness of a transaction, please ask the Financial Affairs Director before making the transaction. Any misuse of ECOS funds will be brought to the attention of the Financial Affairs Committee, who will take the necessary actions against the club and individuals involved as outlined by the ECOS constitution.

Any questions regarding the status of a request should be directed to the Vice President of Financial Affairs, at ecosvpfa@eckerd.edu or in the ECOS office in Brown Hall.

The Vice President of Financial Affairs has the right to approve or disapprove any reimbursement request.

Any reimbursement for under \$50 will be held at the cashier's office in Franklin Templeton