



ECOS Financial Request Form

Required Information

Name: _____ Student ID #: _____

E-mail: _____ Phone Number: _____

Address: _____ Box #: _____

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 Transaction *May be requested twice a semester*

Signature of Club/Organization Head is necessary to authorize funds for disbursement

Signature of Club/Organization Head _____

Printed Name: _____ Date: _____

VPFA: _____ 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 Vice President of Financial Affairs 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 VPFA, at ecosvpfa@eckerd.edu or in the ECOS Office in Brown Hall.

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