PROJECT CENTER REIMBURSEMENT FORM

Student Name & ID #:	Dept/Team #:	
Student Email:	Phone #	
Address, City, State & Zip:		
Faculty Advisor or Project Center Staff Signature:	Date:	
Faculty Advisor or Project Center Staff Printed Name:	Approved by Project Center:	
Address, City, State & Zip: Faculty Advisor or Project Center Staff Signature:	Date:	

General Reimbursement Information

 The Project Center will reimburse teams for items purchased strictly for carrying out their project. Please submit reimbursement request for no less than \$25.00, unless the amount equals total spending for one month. Reimbursements must be submitted by 4pm on the last business day of the month.
Itemized receipts are required for all requests. Failure to provide proper receipts and proof, it will delay your ability to be reimbursed on a timely manner.

2. If you paid with a debit/credit card, please include payment confirmation/proof (that should include last 4 digits of the credit card used and/or cash, and payment number confirmation, if available), also, attach a packing slip with this completed form if available.

3. You must submit reimbursement requests within 31 days of purchase.

Instructions

1. Fill this form out completely.

2. Attach all itemized receipts, packing slips, and shipping confirmation if items were ordered off the Internet.

3. Have your project team faculty advisor sign the reimbursement.

4. Send the signed form and any other additional information by email to projectcenter@seattleu.edu or drop off this form in BANN 344.

5. A reimbursement check will be processed. Please allow 10 to 15 business days. The reimbursement check will be mailed to your current mailing address, or you will receive direct deposit if you are SU staff and/or student employee.

Description of Item (and item #)	Quantity	Cost (including tax & Shipping Costs)
	TOTAL:	

Notes: the SU reimbursement system is no longer using ProcureSU. For future reimbursements, you will be asked to login into your Chrome River account to give delegate rights to the Project Center, in order to process a reimbursement on your behalf. Please use your SU credentials for Chrome River login. Instructions on how to add delegates in you account can be provided by the Project Center.