

**Undergraduate Organizations Funding Committee 2005-2006
Receipt Submission Form**

Please return this form and the appropriate receipts in a business-size envelope labeled with the organization's name to the box in the Dean's Office in SSS 110 (located on Grove and Prospect). Please indicate on the front of the envelope whether these receipts substantiate expenses for which you are applying for reimbursement or are receipts substantiating anticipated expenses for which we have already awarded your organization funding.

1. Name of Undergraduate Organization:

2. Name of Treasurer: _____ NetID: _____

3. Funding Purposes:

___ These receipts are to substantiate expenses for which the UOFC has already allocated funds. These funds were allocated to our group at the UOFC meeting that took place on:

_____ _____
Month number Day

___ These receipts are for reimbursement purposes (expenses already incurred) only. They are being submitted for review, along with our application for funding and before the application deadline, at the next UOFC meeting on:

_____ _____
Month number Day

4. Provided below is an itemization of the receipts as attached to this form:

___ Some receipts to substantiate expenses / for reimbursement purposes are missing.
(Please give reason on the line "Reason No Receipt" next to the Expense.)

___ All receipts to substantiate expenses / for reimbursement purposes are present.

#	Vendor	Description of Expense	UOFC Allocation	Funds Spent	Reason No Receipt
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

I certify that all information in this form is true, and that all expenses for which U.O.F.C. funding is requested or has been allocated were used for the purposes listed in this form and on the U.O.F.C. application. I also certify that we have refunded the U.O.F.C. for any funds that were not spent for the designated purpose. I understand that if our organization does not turn in all receipts corresponding with U.O.F.C. funded expenses by the end of the semester, our organization will lose eligibility for U.O.F.C. funding for the subsequent semester.

Treasurer's Signature

Date

I certify that all the receipts for this organization substantiate the expenses the U.O.F.C has funded for the meeting date noted above.

Liaison's Signature

Date