



Reimbursement Request Form

Please complete all questions listed in this form and send to SportClubs@nau.edu, or submit in person to the Campus Recreation Administration Office.

Deadline: April 15th, 2019

Sport Club Name:		Current Tier:	
Primary Contact:		Phone Number:	
NAU Email:		NAU ID#:	
Name on Club's Bank Account:			
Address to Send Reimbursement Check (pick-up also available):			
Total Amount Being Requested:		Club's Total Contribution:	
Purpose of Reimbursement (Select Box)	Entry Fee	League Dues	Equipment Rental
	Facility Rental	Officials/Referees	Other
<i>Please Note: Sport Clubs is not able to fund any items as outlined in the ASNAU By-laws Article XII</i>			
If "Other", Please Describe:			
Will any other university funding be used for this request? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Total # of Registered Members:		Annual Dues Per Member:	
Describe why this funding is needed:			
How will this reimbursement benefit your club?			
Agreement			
<i>Please initial next to each item listed below.</i>			
	I understand that false, incomplete, or missing information will result in this request being rejected.		
	I and my club understand the restrictions on what may/may not be reimbursed.		
	I understand that funds are awarded through reimbursement, and are not guaranteed.		
	The information provided on this form is true, correct and accurate.		
Please Attach the Following When Submitting			
<ol style="list-style-type: none"> 1. A list of all active club members benefitting from this reimbursement with NAU IDs in alphabetical order. 2. Receipts/invoices showing a zero dollar balance (that the expense has been paid). 3. A copy of the club's latest budget. 			
NOTICE			
Submitted requests must not exceed the total amount awarded through current tier system standings up until the deadline listed. All requests will be reviewed by the Assistant Director of Campus Recreation and/or the Sport Clubs Executive Board. If approved, reimbursements will be processed within 1-2 weeks, but may take longer for a club to receive their check. All information will be communicated with the club representative submitting this form.			

Administrative Use Only

Date Received:	Funding Used:	Check Request Submitted? (Y/N)	
Approved? (Y/N)	Funding Left:	Check Received? (Y/N)	