



ALBANY LAW SCHOOL

SBA Reimbursement / Check Request Guidelines

1. Where to find forms

SBA Reimbursement / Check Request forms can be found in the SBA office and on the SBA Senate's website. Please follow all the instructions on the form, and be sure it is *legible and complete* before you submit the form to the SBA Executive Treasurer, Sarah Shearer.

2. Reimbursement period

The Fall 2011 reimbursement period is from Monday, August 22, 2011, through Thursday, December 1, 2011. Reimbursement forms submitted after this period *will not* be honored – NO EXCEPTIONS.

3. Proper backup for check requests

All reimbursement forms must be accompanied by the proper paperwork, e.g., store/restaurant receipts, vendor invoices with logos or on letterhead, etc. Receipts used for reimbursement purposes CANNOT include any personal purchases – do not mix a personal grocery list with items for an event, instead purchase event items in a separate transaction to obtain a separate receipt. Handwritten documentation will be conditionally accepted pending verification. Fill out *all* fields on the check request form. If your paperwork, based on these provisions, is insufficient, you will not be reimbursed.

4. Deadlines

Reimbursement forms must be submitted *no later than two weeks* after the date of an event. Reimbursement forms submitted after the two week grace period will *not* be honored. Events taking place close to the end of the reimbursement period are still required to abide by the reimbursement period deadline. *No exceptions.*

5. Events after reimbursement period

If your event takes place after the reimbursement period, you must speak with the SBA Executive Treasurer (Sarah Shearer) well in advance of the event. Arrangements must be made to pay for the event before the end of the reimbursement period. You must get an invoice from the vendor or make some arrangement to pay for the event ahead of time.

6. General reimbursements for non-events

For reimbursement form submissions that are not based on an event, i.e., purchase of first aid kits or meeting supplies, you are free to submit these at any time during the reimbursement period, provided they were approved during the budget process.

7. Fundraised funds

Fundraised funds can be used by your organization at any time and in any manner you wish. These funds also carry over from one semester to the next, while SBA-granted funds do not. Also, fundraised funds do not affect how much funding you receive at the beginning of the semester. All fundraised funds must be deposited with the SBA Executive Treasurer (*see* Deposit Guidelines).

8. Other

If your event or financial need does not fall into any of the above categories, please see the SBA Executive Treasurer to discuss your options. Also, remember to check the [Deposit Guidelines](#) for further answers.

9. Email confirmation

All students submitting check request forms will receive an email confirmation once the check is issued by the Business Office and is ready for pickup by the student. Only the student requesting the check can pick it up from the Business Office.

10. Appeals for denial of check request

If your check request is denied, you have the opportunity to appeal that decision.

11. Other

If you have any questions or concerns, feel free to contact the SBA Executive Treasurer Sarah Shearer.