

Office Use:
 Processed by _____ on _____ Processed by _____ on _____



Club Sports Financial Form Rice University

This form should be completed by the club treasurer.

Please complete this form for all Club Sports Invoices, P-Card purchases, and/or Reimbursements. The **original** receipt(s) must be attached. **All reimbursements must be submitted within 1 week of purchase or return from travel.** Please bring all completed forms to the Club Sports Office, located on the second floor of the Recreation Center in the Administrative Offices.

Club _____ Date _____

Treasurer Name and ID# _____ Email _____

Summary (for travel: include dates, location, and competition name): _____

Invoice, P-Card, or Reimbursement	Date of Purchase	Vendor Name	Direct Deposit	Purchaser Name & Student ID # (Include address if no Direct Deposit)	Total Amount	Fund (A1, C, G)
			Y N			
			Y N			
			Y N			
			Y N			
			Y N			
			Y N			
			Y N			