

- **Complete the Student Activity Support Request (SASR) and Funds Received Form.**
 - Blank versions of these forms are available in your SIG OneDrive folder, which the SOLC Team has shared with you.
 - Make a copy of the original form to fill out.
 - If you need access to these folders, please reach out to the Treasurer (katelynneelisabeth.au11668@cnsu.edu) or the SOLC Team (amy.chan8066@cnsu.edu & samantha.wong12092@cnsu.edu).
- **Include the following in your form:**
 - Your Zelle information (phone number OR email). Reimbursements are only made via Zelle.
 - All relevant receipts for the expense.
- **Email the Treasurer once you have completed the form and specify which SIG the reimbursement is for.**
 - You do NOT need to attach the form in your email, as the Treasurer has access to all SIG OneDrive folders.
 - Send emails to katelynneelisabeth.au11668@cnsu.edu.
- **Processing Time & Confirmation:**
 - Please allow up to one week for reimbursements to be processed.
 - Once reimbursement has been completed, you will be sent a confirmation email.
- **Final Steps After Reimbursement:**
 - Sign the SASR form to confirm receipt of funds.
 - Update your SIG's annual budget tracker, which can also be found in your SIG OneDrive folder.