

NSU COMMUNITYFEST 2019 REIMBURSEMENT REQUEST

Date Due: Friday, February 22nd, 2019 by 5:00 pm

Student Organization Name: _____

** Check Amount: _____

Payable To (payee): _____

NSU ID: _____

NSU Email Address: _____

Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

****Maximum of \$100 issued per Student Organization. Original Receipts ARE required.**

No Exceptions. Online orders must include the package slip along with reimbursement AND invoice must total ZERO amount owed. Please allow 2-3 weeks for processing and to receive your reimbursement.

Copies of this form can be made if reimbursement is needed for more than one person. Please note that total reimbursement may not exceed \$100 per club/organization. **

ITEMIZED LIST

ITEM	AMOUNT
TOTAL AMOUNT:	

****Reimbursements are contingent on fulfillment of your CommunityFest agreement and confirmation/follow-up e-mail**

NSU COMMUNITYFEST 2019

APPROVED/NOT APPROVED ITEMS LIST

The below lists of APPROVED and NOT APPROVED items include, but are not limited to:

APPROVED

Booth Decorations (tablecloths, crepe paper,
balloons, posters, glitter, streamers, etc.)
Give-aways (toys, candy, books, good, etc.)

Arts & Crafts

Games

Souvenir Items

NOT APPROVED

Gift Cards

Electronic Equipment for booth (iPods, TV's,
radios, karaoke sets, cameras, etc.)

Alcohol

Tobacco Items

Weapons

Sexual Products

Pharmaceuticals

Outtakes Purchase

Declining Balance

Online Orders: Must have an itemized receipt with a total of \$0.00 amount owed.

***If there is a question about whether an item is approved or not approved, please contact*

*communityfest@nova.edu or call 954-262-7274***