

- **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](mailto:katelynneelisabeth.au11668@cnsu.edu)) or the SOLC Team ([amy.chan8066@cnsu.edu](mailto:amy.chan8066@cnsu.edu) & [samantha.wong12092@cnsu.edu](mailto: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](mailto: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.