

Reimbursement Process with Memo

Fillable Budget Disbursement Form

- Fill out the fillable PDF Budget Disbursement Form
- Save Document with Name of person being reimbursed, dollar amount, Club Name
 - Ex. John Smith 100.00 GamingClub



Memo

- Visit SNHUSGA.ORG/BUDGETFINANCE and click on the “Memo Template” tab on the left hand side
- Fill in the document
 - Next to To: put “Tarnya Annis”
 - Provide a description of what you are requesting in the body of the document and abbreviate this for the subject line



Email

- Compose an email to your advisor and cc: t.annis@snhu.edu.
- Attach your Filled in Budget Disbursement Form and the Memo
- Ask your advisor to sign the Fillable Disbursement Form and reply all with signed copy attached



Check

- Once the business analyst receives the signed form and the memo, the documents will be processed.
- A check will be made out to the person listed on the budget disbursement form and that person will be notified by email within 5 business days



Refer to Policies/Download Forms

SNHUSGA.ORG/BUDGETFINANCE