For groups who have already been awarded funding by the EPRB, usage of your funding will work similarly to that of Student Union funding. There are three options:

1) Check Request: Should a group member purchase supplies out of their own pocket, a reimbursement check can be requested. Use the SEAS department reimbursement form below and turn it into Donna Williams along with your RECEIPT. You will be required to give name, address, SS Number, and description of the purchase. A check for a vendor can be requested with a Federal Tax ID number.

2) Purchase Order: Use the same form from below. Not all vendors take POs, so contact a vendor before requesting a PO.

3) Pro-Card: The business manager in the Student Services office can purchase items with a pro card by calling the vendor directly or ordering online.

The business manager in the Student Services office, Donna Williams, will process all of your paperwork. The Board has given her allocation information for each student group. Do not hesitate to contact her at DWill@seas.wustl.edu should you have questions.

SEAS Department Reimbursement Form