

SLP: Student Activities Expense Voucher

Full Group Name: MacGregor House Acct # 2720608
Date submitted: / / Request: Check / PO / Transfer / Requisition
circle one

Payable To: _____

| Expense Detail | Check Delivery Information |
|--|---|
| Amount (US\$): _____ | Email: _____ -OR- for check pickup only |
| G/L (see list): _____ | Mail To: _____ |
| Expense Description: _____ | |
| | |
| up to 30 characters will appear in check memo and transaction detail | for check delivery only -- attach supplemental information card for mailing if necessary. |

| | |
|--|--|
| Authorized Student Financial Signatory Auth. Name: _____ please print Auth. Signature: _____ Signatory may not sign for their own reimbursements | Processing Information <div style="text-align: right;"> Student Life Programs W20-549 (617) 253-3680 funds@mit.edu </div> |
|--|--|

| | |
|---|--|
| FOR OFFICE USE ONLY: | |
| Delivery Method: <u>Picked-up / Mailed / Completed</u> <small>circle one</small> | Name: _____ <small>please print</small> |
| Delivery Date: _____ | Signature: _____ |

Please fully complete the form **below**, obtain a signature from the appropriate Activity Chair, and return to the House Treasurer for approval.

Your check will typically be mailed/delivered within a few business days.

MacGregor House Committee Voucher

Amount (\$): _____

Purchased By: _____

Date Purchased: / /

E-Mail: _____

Room Number: _____

Address (for mailing outside of MacGregor):

Expense Explanation:

Type of purchase (default is "Regular"):

☐ Regular ☐ Transfer ☐ P.O. ☐ Requisition

Activity Budget (Check one):

☐ A Entry ☐ Historian
☐ B Entry ☐ Community
☐ C Entry ☐ Soda
☐ D Entry ☐ Printer/Computer
☐ E Entry ☐ Music Room
☐ F Entry ☐ Darkroom
☐ G Entry ☐ Weight Room
☐ H Entry ☐ Rec Room
☐ J Entry ☐ House
☐ Social ☐ Other: _____
☐ Brunch

Signed (Activity Chairperson)

Approved (House Signatory)

Date ProcessedSAFO Check Number