

**CALIFORNIA WESTERN SCHOOL OF LAW
STUDENT ORGANIZATION MISSING RECEIPT FORM**

STUDENT NAME _____

ORGANIZATION _____

AMOUNT \$ _____

PAYEE/VENDOR _____

EVENT NAME _____

Business Purpose of event (as described on Reimbursement Request Form):

I certify that the above is a true statement of incurred expenses in accordance with CWSL policy.

Student Signature _____

Date: _____

Authorized approval: _____

Assistant Dean for Student & Diversity Services

Date: _____

If you are missing any single receipt that is \$75.00 or greater, then you must also have approval by CWSL Chief Financial Officer.

Authorized approval: _____

Chief Financial Officer

Date: _____