

The University of Oklahoma
Adopt-a-Prof Program
Reimbursement Request

- Please complete this form and return it to the address below.
- This form should be completed by the faculty member. Please note that only the faculty member may be reimbursed. Funds may be used for programming expenses on your residence hall floor or fraternity/sorority chapter.
- Please attach your original receipts to this form.
- **Important note: If fewer than 30 students participate in an event where funds are used for food, we are required to submit the names of all student attendees. This is an OU Foundation policy.**

Date _____

Faculty name: _____

Name of Student Organization _____

Social Security Number: _____

Department _____

Campus Address _____

Permanent Address _____

Campus Phone Number _____

Email Address _____

Reimbursement Amount Requested _____
(up to \$100.00, original receipt must be attached)

Funds were used for _____

**Please return this form to:
Becky Barker, Student Affairs
OMU 265**

Office use only: Approved _____ Denied _____ If Denied – reason _____