

PSEO Student Reimbursement Form

Course Packets and Books



Instructions:

Post-Secondary Enrollment Options (PSEO) students may be reimbursed for required course packets and books not available at the Husky Bookstore on the SCSU campus (Centennial Hall). Sales tax and textbook shipping costs are NOT reimbursable. Students need to complete a new form for each course with a reimbursable item.

NOTE: Books reimbursed through PSEO are the property of SCSU and must be returned to the Husky Bookstore during finals week of the current term or charges will be assessed and a hold placed upon the student's account.

****If you have questions about whether an item is reimbursable, please ask before purchasing.****

So that we may process your reimbursement request, follow these step-by-step instructions:

- ✓ Complete a reimbursement form for each course for which you bought course packets or books; complete all sections of this reimbursement form, including the itemization of expenses.
- ✓ Complete the W-9 Request for Taxpayer Identification Number and Certification form, available online at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ✓ Attach the original receipt(s) to the completed form.
- ✓ Attach a copy of the course syllabus with the required packet(s) or book(s) listed.

****Reimbursement checks may take 4 – 6 weeks to arrive and will be sent to your mailing address.****

Read and complete these requirements in its entirety or your reimbursement request will not be processed.

Student Information

Name _____ Social Security Number (required) _____
SCSU Tech ID# _____ Street Address _____
City, State, Zip _____

Course Information

Subject _____ Number _____ Course Title _____ Semester/Year _____

Itemization of Expenses (as listed on receipt):

Item _____	Cost _____
Item _____	Cost _____
Item _____	Cost _____
Item _____	Cost _____

I certify that the expenses outlined above are correct and that I have paid the total amount shown. I am not being reimbursed by any other source.

Signature _____ Date _____

Please return completed form & documents to Business Services in Administrative Services 123.

Updated 9/1/2018