

Student Cultural Programming Fee Reconciliation Form

Office of Inclusion and Intercultural Relations

For event requests individuals and organizations must submit a reconciliation report including proof of purchase(s) utilizing the Involved@Illinois platform no later than thirty (30) days after the conclusion of the event. Any funds not reconciled after thirty (30) days will be considered unused and will be swept back into the SCPF fund.

Name of Organization: _____ Account #: _____

Your Name: _____ Application #: _____

#	Date of Purchase	Vendor	Item Purchased	Item Cost	Quantity	Total
1				\$		\$
2				\$		\$
3				\$		\$
4				\$		\$
5				\$		\$
6				\$		\$
7				\$		\$
8				\$		\$
9				\$		\$
10				\$		\$

Your Signature: _____ Date: _____

Grand Total	\$
SCPF Allocation	\$
Difference ¹	\$

¹ If expenses are more than SCPF allocation, the individual or organization is required to cover the difference. If expenses are less than the SCPF allocation, remaining funds are returned to SCPF.

