

**Memorandum of Understanding**  
**Regarding Reimbursement Policy for Reunion Parties**  
**Bartender Service is Required**  
**Only Beer and Wine Permitted**

I, \_\_\_\_\_, a member of the class of \_\_\_\_\_, understand the college Reimbursement Policy outlined below. I also understand that these policies are in affect and pertain to reimbursement of expenses incurred during reunion planning and at the event. I agree to following the process and submitting forms to facilitate the reimbursement process as outlined by Accounts Payable.

- All reimbursement requests must be accompanied by a Reimbursement Request Form\* and original receipts.
- The New Vendor Form and W-9\* must be on file for each individual requesting reimbursement.
- Reimbursement requests must be received within two weeks from the time the expense was incurred.
- Payment can take up to 15 business days to be processed and issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*All Forms can be found on the Reunion Planning Resources page of the Alumnae Weekend Website at [alumnaeweekend.agnesscott.org](http://alumnaeweekend.agnesscott.org)

*This form must be signed by individuals requesting a reimbursement.*