

NSU COMMUNITY FEST REIMBURSEMENT REQUEST

Due Date: Friday, February 27, 2026, at 5:00 p.m. EST.

Student Organization Name: _____

Check Amount: _____

Payable To (payee): _____

NSU ID: _____

NSU Email Address: _____

Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____



Maximum of \$100 issued per student organization. **Original or scanned receipts ARE required.**

No Exceptions. Online orders must include the package slip along with reimbursement AND invoice must total ZERO amount owed. Please allow 2-3 weeks for processing and to receive your reimbursement. You must submit this through a Request for Funds Form (RFF) for reimbursement. Please refer to the confirmation email for the RFF details. Copies of the form can be made if reimbursement is needed for more than one person; however, the total reimbursement may not exceed \$100 per club/organization.

ITEMIZED LIST

Reimbursements are contingent on fulfillment of your Community Fest agreement and confirmation e-mail.

NSU COMMUNITY FEST 2026

APPROVED/NOT APPROVED ITEMS LIST

The following lists of APPROVED and NOT APPROVED items include, but are not limited to, the examples below:

APPROVED	NOT APPROVED
Booth Decorations (tablecloths, crepe paper, balloons, posters, glitter, streamers, etc.)	Gift Cards
Giveaways (toys, candy, books, food, etc.)	Electronic Equipment for booth (iPods, TV's, radios, karaoke sets, cameras, etc.)
Arts and Crafts	Alcohol
Games	Tobacco Items
Souvenir Items	Weapons
	Sexual Products
	Pharmaceuticals
	Outtakes Purchase
	Declining Balance

Online Orders: Must have an itemized receipt with a total of \$0.00 amount owed.

Any questions about whether an item is approved or not approved, please contact [**communityfest@nova.edu**](mailto:communityfest@nova.edu).