

INSTRUCTIONS FOR STATE TRUST FUNDING FOR STUDENTS  
COMPLETING THEIR SENIOR TV PROJECTS.

The Department of Cinema and Television Arts has been allocated funding from the Associated Students to cover expenses for completing your senior television project. Your award may be used for fees and/or services, permits, rentals, or other goods. Salaries cannot be paid with this funding.

The following is required for reimbursement:

- An **original itemized receipt or invoice**
- Receipt(s) must include type of payment (credit card/debit/cash)
- Attach the receipt(s) to an 8.5 x 11 inch (standard letter size) sheet of paper
- Turn the *award instruction sheet* and *reimbursement requested* form to Cheri Aguayo in Manzanita Hall 195 by Tuesday.
- Verify your address is correct and legible.

Your form will be reviewed for completeness and required signatures then forwarded to Accounts Payable (AP) for processing. A check will be mailed to the address listed on your forms.

*If you are turning in a receipt that has someone else's name on it, you and the person on the receipt will need to complete a release form before the request can be processed.*

Contact Cheri Aguayo at 818-677-3192 if you have any questions regarding this procedure.