REVENUE

Company Invoice

What we need from YOU!

Finance Form: http://swe.cornell.edu/docs.asp.

Fill out form and send via email to cornellswe.finance@gmail.com

Invoice:
-send via email

Attendance Sheet: Choose one method below.
-send via email
-drop off in 162 Olin Hall mailbox (in sealed envelope with name and business purpose)

Fundraising

What we need from YOU!

Finance Form: http://swe.cornell.edu/docs.asp

Documentation/Email Exchange: send us via email a description or forward an email exchange outlining the type of donation.
SMC/Wegmans/Staples/Coca Cola

What we need from YOU!

Finance Form: 
http://swe.cornell.edu/docs.asp

Fill out form and send via email to cornellswe.finance@gmail.com

Receipt: Choose one method below.
-drop in 162 Olin mailbox
-send via email (cornellswe.finance@gmail.com)

Attendance Sheet: (if applicable)
-send via email OR drop off in 162 Olin Hall mailbox (in envelope with name and business purpose)

Personal Credit Card

What we need from YOU!

Finance Form: http://swe.cornell.edu/docs.asp

Receipt: Choose one method below.
-drop in 162 Olin mailbox
-send via email (cornellswe.finance@gmail.com)

Travel Reimbursement Form:
To fill out the Reimbursement form, please copy and paste the following URL in your browser and fill out all the sections with the yellow box next to it.


Just click your pointer on the section and start typing. The program is called FillAnyPdf, and it's very convenient for filling out electronic forms online. After you're done, please click the Save & Return button AT THE TOP of the form.

Note: After submitting all this documentation, you will receive a check in approximately 2-3 weeks.