

REQUEST FOR REIMBURSEMENT (NON-TRAVEL)

Date of Request _____

Requested by _____

Amount of Request _____

All requests for reimbursement MUST have a valid purchase order number PRIOR to any purchase being made. Requests made without a valid purchase order will be returned unpaid and become the responsibility of the employee. Any extenuating circumstances that arise dictating the necessity to make a purchase without a valid purchase order prior to the purchase will be reviewed on a case by case basis. "I forgot" does not constitute extenuating circumstances."

Purchase Order Number _____

In payment of the following _____

Account(s) to be charged:

Fund	Function	Object/Sub-object/Organization/Year/Program	Amount
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Fund	Function	Object/Sub-object/Organization/Year/Program	Amount
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Requested by (Signature)

Principal/Director Approval (Signature)

Director of Finance Approval (Signature)