

Supplies & Materials Reimbursement

Please make sure to...

1. Tape itemized receipts to computer paper
2. Confirm all receipts show payment
3. Black out all home address/phone info on credit card statement or check copies; Only last 4 digits of credit card number should be shown.

Today's Date: _____

Name: _____ E-mail: _____

Employee ID#: _____ OR Student ID#: _____

Identify expense to charge or name of group: _____

Expense	Account	Amount
Books/DVDs/CDs/Tapes	56420	
Copying	56411	
Course Material	55045	
Computer Supplies	55101	
Computer Equipment	55201/11/21	
Office Supplies	55030	
Office Furniture	55302/12/22	
Memberships	57352/3	
Journals/Subscriptions	56422	
Conferences Reg Fee	57003	
Mail Services	56110	
Other -		
TOTAL AMOUNT:		

"I certify that the expenses claimed below are true and correct and meet the requirements set by the university and the funding source for reimbursement."

Signature: _____