

Supplies & Materials Reimbursement

Please make sure to...

1. Tape itemized receipts to computer paper
2. Confirm all receipts show payment
3. Black out all account info on credit card statements or check copies

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	
Print/slides	55041	
Computer supplies	55101	
Office supplies	55030	
Office furniture	55302/12/22	
Memberships	57352/3	
Journals/subscriptions	56422	
Performances	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: _____