REIMBURSEMENTS

Section 1 - to be completed by person incurring expense   **Date:**

Name: _____
Email address: _____
Item(s) purchase: _____
Purpose/justificati
Amount: _____
(circle): Credit Card   Cash   Check

Section 2 - to be completed by PI

Account to be charged (specified by PI):		
PROJECT CODE	ACCOUNT #	FUND #
How does this purchase specifically benefit the account being charged? (attach additional pages if necessary)		
X		
PI APPROVAL SIGNATURE (PI = Principal Investigator for funding		

Please attach **original receipts** showing amount paid and method of payment.

*** all fields of form must be completed *** incomplete forms will <u>NOT</u> be processed and will be returned.