



NAME: _____ SPEEDTYPE: _____

DATE OF PURCHASE: _____ AMOUNT: _____

The university is tax exempt. No sales tax should be charged to any purchases being reimbursed by university funds. Please make sure you have the tax ID number on hand.

Please list and provide a brief description of purchase(s) you are requesting reimbursement for. If these purchases are on a sponsored project you MUST explain the purpose of the item(s) and how they support the function of the award.

Please attach all receipts you are requesting reimbursement for