



REIMBURSEMENT CHECK REQUEST FOR OUT-OF-POCKET EXPENSES

DATE: _____

TO: Business Services
A-101

FROM: _____
(Name)

(Department, Title and Mailbox #)

PURPOSE _____

(State purpose of reimbursement and attach supporting documents)

PAYEE: _____
(Make check payable to (name, address, or mailbox #))

Budget Number(s) to Charge: Dollar amount per budget number to charge

____ - ____ - _____ - _____ - _____ _____

____ - ____ - _____ - _____ - _____ _____

Total Amount: _____

Mailing Instructions:

- Call ext. _____ when check is ready for pick up.
- Mail to mail-box or address indicated above.
- Other: _____

Permission to Purchase Items with Personal Funds Granted By:

Dept. Chair or Supervisor's Approval: _____

Dean's Approval: _____