

Request for Reimbursement (not for travel)

Purchaser's Name

Date Prepared

Vendor Name

Amount

Description (Business purpose, intended use. For meals include attendees.)

RECEIPTS: Submit original itemized receipts that include date paid, vendor name, description of items purchased, amount (marked "paid in full", "balance zero", "charged to credit card" or similar wording). Internet receipts are acceptable.

I certify that this purchase was for official University of Washington business and that I am not being reimbursed for this purchase from any other source.

PURCHASER'S SIGNATURE

DEPARTMENT APPROVER'S SIGNATURE

Budget Name and Number (office use only)