

U PURCHASING CARD RECEIPTS FORM*

Department of Civil Engineering

Instructions: Form should be completed when individual has out-of-pocket or purchasing card expenses. Complete this form and return to Lisa Sherman. All expenses should be submitted within **45 DAYS** from date of receipt and purchasing card expenses should be submitted **immediately**.

PLEASE ATTACH ORIGINAL RECEIPTS TO THIS FORM WHEN REQUESTING REIMBURSEMENT.

Name: _____ Employee ID # _____

Address: _____

City: _____ State _____ Zip: _____

ACCOUNT # (if known) _____ **ACCOUNT TITLE** _____

Item(s) purchased:	Date(s) of Expense(s)	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Justification of each item purchased (**WHO, WHAT, WHEN, WHERE AND WHY**):

* There is a \$500 limit for out of pocket reimbursement of expenses (those not on a purchasing card)

Certification: This is to certify that I have incurred the expense(s) as indicated above.

Signature _____ Date _____