

# Supplies & Materials Reimbursement

Please make sure to...

1. Tape itemized receipts to computer paper
2. Confirm all receipts show proof of payment
3. Black out all account info on credit card statements or check copies

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ OR Student ID#: \_\_\_\_\_

Identify expense to charge or name of group: \_\_\_\_\_

Expense	Account	Amount
Books/DVDs/CDs/Tapes	56420	
Copying	56411	
Print/Slides	55041	
Computer Supplies	55101	
Computer Equipment	55201/11/21	
Office Supplies	55030	
General Supplies	55040	
Office Furniture	55302/12/22	
Memberships	57352	
Journals/Subscriptions	56422	
Conferences/Performances	57003	
Mail Services	56110	
Other -		
<b>TOTAL AMOUNT:</b>		