

2021-2022

STAFF REIMBURSEMENT REQUISITION
TEMPLATE

Please use this method for reimbursement of unforeseen emergency expenditures that may arise during the course of performing business. Reimbursement for items purchased that exceed \$250.00 and for any amount paid for services that fall under the 50000 category account.

Document Text Information:

Reason for Reimbursement/Payment/Service: *(explain)*

Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose must include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

If applicable, please add text: Special Indications/Instructions: *(for A/P, Purchasing, mailing, late RQ submission, etc.)*

Commodity Field: (Always use Buyer Initials)

Description Field: Reimbursement to...

Item text Information:

Reimbursement for...

Receipt Vendor:

Invoice #: Dated:

Subtotal: \$x,xxx.xx

Sales Taxes: \$xx.xx (7.75 %) *(If vendor did not charge sales tax, state: **Accrue Sales Tax**)*

Freight: \$xx.xx

Total: \$x,xxx.xx

Authorized Signatures for Payment:

List Name(s) *(Please note that the name(s) listed cannot be the RQ Requestor/Inputter)*