



### Approval for Reimbursement

Complete and submit this form to the Office of Business and Finance for approval prior to purchasing any commodities or services. If the form is not fully executed before the purchase, employees will not be reimbursed.

This request is only for emergency purchases costing less than \$500 to perform the mission of the department. It is not to be used to circumvent purchasing policies and procedures, to pay for equipment, or travel. Submit all emergency requests for travel on the Travel Request Form prior to the trip for approval.

<b>Date of Request</b>			
<b>Employee Name</b>		<b>Employee ID#</b>	
<b>Email Address</b>			
<b>Department Name</b>		<b>Banner Number</b>	
<b>Purpose of Purchase</b>			
<b>Description of Item(s)</b>	<b>Estimated Cost</b>	<b>Account Code</b>	
<b>TOTAL</b>			

Employee \_\_\_\_\_ Date \_\_\_\_\_

OSP/Title III/Private Grants Director \_\_\_\_\_ Date \_\_\_\_\_

Area Vice President \_\_\_\_\_ Date \_\_\_\_\_

Budget Officer \_\_\_\_\_ Date \_\_\_\_\_

**Attach the approved form and the itemized receipt(s) to the Remittance Voucher for reimbursement.**