

University Libraries
Faculty/Staff
Reimbursement Approval Form

Expenditure of University funds must be approved in advance. This form documents and authorizes reimbursement for small expenditures (less than \$50) that might not fit into normal budget processes because of timing or source. Failure to submit this form in advance may result in reimbursement being denied.

Name: _____ Date of Request _____

Department Name _____

Vendor: _____

Purpose of item (s) _____

Description of items (s)	Quantity	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicable Discount _____

Estimated Total Cost: _____

Signature of Claimant _____ Date: _____

Department Head Approval: _____ Date: _____

Dean's Approval: _____ Date: _____

Source of Funds _____