



REQUEST FOR REIMBURSEMENT

(NOT FOR TRAVEL)

PURCHASER'S NAME _____ DATE PREPARED _____

E-MAIL _____ PHONE _____

NAME & NUMBER OF BUDGET TO CHARGE (if known) _____

PURCHASE DETAILS

AMOUNT _____ VENDOR NAME _____

DESCRIPTION (BUSINESS PURPOSE, INTENDED USE. FOR MEALS, INCLUDE ATTENDEES) _____

RECEIPTS (see reverse of this form for additional information about receipts)

THE UW REQUIRES THAT YOU SUBMIT *ORIGINAL ITEMIZED RECEIPTS*. RECEIPTS MUST INCLUDE:

date

place

vendor name (stamped or printed)

amount (marked "paid in full", "balance zero", "charged to credit card" or similar wording)

description of items purchased

I certify that this purchase was for official University of Washington business and that I am not being reimbursed for this purchase from any other source.

PURCHASER'S SIGNATURE _____

DEPARTMENT APPROVER'S SIGNATURE _____

BUDGET INFORMATION (Office Use Only)

DATE PROCESSED _____

BUDGET # _____

BUDGET NAME _____



SEE REVERSE TO COMPLETE REQUEST FOR REIMBURSEMENT

RECEIPTS

University of Washington Financial Services requires that you submit **original itemized receipts** with requests for reimbursement. Receipts must include the following information:

- date
- place
- vendor name (must be stamped or printed on receipt)
- amount (marked “paid in full”, “balance zero”, “charged to credit card” or similar wording)
- description of items purchased

Internet receipts are acceptable.

Order forms or order acknowledgements, without accompanying proof of payment, are not acceptable.

If any of the information listed above is **not included on the receipt**, you must complete a perjury statement, <https://depts.washington.edu/history/forms/shared/perjury.pdf>.

If the receipt is not marked “paid in full”, “balance zero”, “charged to credit card” or similar wording, you **also must submit** one of the following:

- your credit card receipt or, if unavailable, a copy of your credit card statement (the credit card statement must show the name of the vendor, the date purchased, and the dollar amount which must match the itemized receipt); OR
- a copy of your cancelled check or, if unavailable, a copy of your checking account statement; OR
- a perjury statement if you paid cash,
<https://depts.washington.edu/history/forms/shared/perjury.pdf>.

If you need to submit a copy of your credit card statement or your checking account statement, please obscure all other transactions and all account numbers and other identifying information except your name