

# PURCHASE REIMBURSEMENT

This form and all required documentation must be filled out and returned to the MIE Business Office immediately after each purchase. [Section 7.4 - Cash Purchases](#) Cash purchases that do not exceed \$499 may be made if the head of the department determines that the best interests of the department and the University are served. **No single transaction may exceed \$499.** *Request submitted after 60 days, reimbursement becomes taxable income.*

IF ORDER WAS PLACED BY

COMPLETE AND ATTACH THE FOLLOWING INFORMATION AND DOCUMENTATION

Store Purchase:

Purchase Reimbursement Form plus Original Receipt

Telephone or Internet:

Purchase Reimbursement Form plus Print Out of Order/Confirmation

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Date Submitted:

\_\_\_\_\_

Name/UIN Number:

\_\_\_\_\_

PI or CoPI Name and Signature: You may attach e-mail if signature is not provided.

\_\_\_\_\_

Account Number to Charge:

\_\_\_\_\_

Purchase Date:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Total Amount:

\_\_\_\_\_

Brief Description:

**Brief description** should include quantity, product, total, and shipping.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification (See example):

**Justification** should be explanation of purpose.

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