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

---

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.

______________________________
______________________________
______________________________