

# PURCHASE REIMBURSEMENT FORM

This form and all required documentation must be filled out and returned to the MIE Business Office immediately after each purchase is made. **No single transaction may exceed \$499.** *Request submitted after 60 days becomes taxable income.*

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## COMPLETE AND ATTACH THE FOLLOWING INFORMATION

1. Purchase Reimbursement Form
2. Original Receipt
3. Section 7.4 Cash Purchase
  - Has approval been received from the Unit Head to determine that the best interest of the Unit and the University were served?      YES      NO If yes, attach confirmation.
  - Was a University of Illinois System contract available for the purchase?  
YES      NO If yes, why was it not utilized? \_\_\_\_\_  
\_\_\_\_\_
  - Was a Purchasing Card (P-Card) available to make the purchase?  
YES      NO If yes, why was it not utilized? \_\_\_\_\_  
\_\_\_\_\_

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**Date Submitted:** \_\_\_\_\_

**Name/UIN Number:** \_\_\_\_\_

**PI Name and Signature:** (You may print e-mail approval on back of request if signature is not provided.)

\_\_\_\_\_

**Account Number to Charge:** \_\_\_\_\_

**Purchase Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

**Justification** (Purpose must answer what, when, where, who, why and how it benefits University.):

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