

Art Department Purchase Reimbursement Form

AREA: Art Education Drawing I 1302 Metals INDICATE ACCOUNT:
 Art History Drawing II 1304 Painting M&O
 Ceramics Life Drawing Printmaking
 Design I 1301 Drawing Adv. Sculpture
 Design II 1303 Graphic Design Other: LAB FEE: INTRO ADV

Date: _____ Prepared by: _____ Amount to be reimbursed: _____

Description of Items or Services Provided

Justification of Expenditure

Original receipt must be attached to this form. Please use one form per receipt.

Photocopied, hand written and generic receipts are not valid for reimbursement.

Maximum reimbursable amount is \$250.00 per day per vendor.

Amounts exceeding this will be reimbursed at \$250.00.

Note: office supplies must be purchased at Office Depot to be valid for reimbursement.

Please photocopy your receipts and this form for your records.

Received by

Date

Departmental Approval

Date