



SLLC Purchase Reimbursement Request Form

(Use this form to get reimbursed for purchases already made)

Instructions:

- 1. Complete form and submit to Procurement Specialist (JMZ 3215G)
2. For supplies/materials: Provide original itemized receipts
3. For food/refreshments: Provide original itemized receipts, copy of event flyer, and list of attendees
4. Once your reimbursement is entered in the financial system, you will be asked to sign a final document as required by Accounts Payable

Requestor Name: _____ UID: _____ SSN: _____

Email: _____ Phone: _____

Mailing Address: _____

Table with 2 columns: Description, Total. Includes a Grand Total row at the bottom right.

Reason for Purchase: _____

For Food/Refreshments:

Event Name: _____ Event Date & Time: _____

Event Location: _____ Number of Attendees: _____

Department Head Approval:

KFS Account: _____ Account/Project Name: _____

USM/UMCP Foundation Acct: _____ Foundation Acct Name: _____

Authorized Name: _____

Authorized Signature: _____ Date: _____

To be completed by SLLC Business Services: Req#, Sub Code, KFS Doc#, Date of Request, Date Entered