



PURCHASE REIMBURSEMENT FORM

PLEASE RETURN FORM AND RECEIPTS TO:

PROMPT REIMBURSEMENTS depends on accurate documentation that the purchaser must provide.

NAME UNMID

TODAY'S DATE

EMAIL

The University business purpose of the purchase, and all required supporting documentation (including receipts) must be provided. The purchaser's supervisor must approve the purchase before spending personal funds for a University purpose. Reimbursements for goods purchased by an employee on behalf of the University will be reviewed for appropriateness and may be denied. Costs that will be covered under a contract or grant, the Principal Investigator (PI) for the contract or grant is required to approve the request.

The University is a Tax-Exempt entity, any reimbursements will not include the tax amount being refunded, with the exception to restaurant/food charges.

- Purpose of the purchase (What is the benefit to UNM)
- Who - purchased on behalf of or name of purchaser
- What - item(s) purchased
- When - dates (if applicable)
- Where - location of purchase
- Why - purpose of the event or purchase

Vendor

Cost

Tax

Office Use Only

Approved Yes No If no, provide explanation

Index Code Account Code

Approved by and Date