SPECIAL REIMBURSEMENT FORM

☐ **Purchasing Credit Card Purchase**
☐ **Postage Fees**
☐ **Gift Cards**
☐ **Bus/Parking Tokens**

_____ _____
DEPT **ACCOUNT NUMBER**

_____
VENDOR **VENDOR #**

DESCRIPTION/PURPOSE:

_____

_____

_____

_____

_____

_____

$_____
AMOUNT

_____ _____
DEPT. HEAD SIGNATURE **DATE**

PLEASE RETURN COMPLETED FORM TO PURCHASING FOR CREDIT CARD PURCHASES.

PLEASE RETURN VENDOR RECEIPT TO ACCOUNTS PAYABLE IMMEDIATELY AFTER PURCHASE IF THIS IS BEING USED FOR ANYTHING OTHER THAN A CREDIT CARD PURCHASE.