Employee reimbursement should be for emergency purchases of $250 or less. No taxes will be reimbursed.
All reimbursements should be supported by receipts.

I have read and consent to the terms above:

Signature of payee

Date

<table>
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<tr>
<th>DESCRIPTION</th>
<th>INVOICE NUMBER OR DATE</th>
<th>EXPLANATION/JUSTIFICATION</th>
<th>AMOUNT</th>
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TOTAL

REQUESTER

Authorize Signature

Date

Print name

APPROVALS - PER BUDGETED DEPARTMENT NOTED ABOVE

Authorized Signature

Date

Print name