

REIMBURSEMENT REQUEST

Department of Political Science, Box 353530
University of Washington

IMPORTANT: *Original receipts* are required for all expense reimbursements. If you do not have a receipt you must complete, sign and attach a *Perjury Statement*. Failure to follow these guidelines will result in delay of reimbursement.

For Business Office Use:

PO # _____

CK-Req # _____

Date: _____

Budget #: _____ Amount: _____ **PI/Chair Authorization:** _____

Budget #: _____ Amount: _____ **PI/Chair Authorization:** _____

Requested by: _____

Purpose of purchase:

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VENDOR:	ITEM DESCRIPTION: (<i>model, title, etc.</i>)	PRICE	OFFICE USE ONLY (OBJ-SUBOBJ CODE)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Requestor's signature

Total Reimbursement Request:	\$
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Submit form to: *Ann, Political Science, Box 353530, Gowen Hall Room 101*