

# 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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Purpose of purchase: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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*