

CEE Reimbursement Request *this form replaces the UoW CHECK REQUEST form

Form is for reimbursement of most non-travel purchases subject to UW policy <http://f2.washington.edu/fm/ps/how-to->

Please forward completed form & **original** supporting documentation (e.g., itemized receipts, online order records, & dated packing slips, etc. to Jim Anderson, More 201E, box 352700 **Questions?** Please email jamesa25@uw.edu

Requestor Name:	Email (UW email preferred if available):	Request Date:
Mailing Address (required for Non-UW Employee only):		
Business Purpose for Purchase(s):		

ELIGIBLE PURCHASES: Items for official UW business use such as supplies, non-personal services, registration fees, memberships, reprints and subscriptions. Parking at UW or UWMC parking lots is **NOT** reimbursable to UW faculty, staff or student.

RECEIPTS: Original itemized receipts required. Missing or incomplete receipts, please include a Perjury Statement available in More 201, forms file cabinet.

FOOD & related expenses must be charged to a budget with food approval or approved food form. Attendees/Invitees name & itemized receipt required <https://f2.washington.edu/fm/ps/sites/default/files/food.pdf>

PAYMENT will be in the form of direct deposit to UW Employee; Non-UW Employee will receive a check.

Item(s) purchased	<input type="checkbox"/> Check box if back of form contains add'l info	Amount	Tax Paid	Budget No. (Proj./Task)	Obj. Code Office use
1		\$			
2		\$			
3		\$			
4		\$			
5		\$			
6		\$			
7		\$			
Notes:		TOTAL	\$	XR # / Date:	

Requestor's Signature: *Signature certifies item(s) purchased have been received and are for UW official business use only*

Approval Signature: *E mail approval acceptable, please attached to form* | Approval Signataure required if Requestor does not have budget authority to spend funds.