

**NC STATE UNIVERSITY**

## Personal Reimbursement Form

*To be used for small purchases and seminar honorariums.*

Date: \_\_\_\_\_

Name of the claimant: First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home telephone #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Account number to be charged: \_\_\_\_\_

Was this initially paid for with your personal credit card?  Yes  No

Amount: \_\_\_\_\_

<p>Comments (Please indicate clearly what items were purchased, what they are used for, how they are related to the Account number shown above).</p> <p>CHECKLIST:</p> <ol style="list-style-type: none"><li>1. Fill in all information required on this form, including account number.</li><li>2. Sign and date each receipt.</li><li>3. Tape each receipt down on all four sides to an 8 x11 piece of paper.</li><li>4. Sign and date as Claimant.</li><li>5. Get supervisor to sign and date.</li><li>6. Give to Jan Jackson in 240 RB I, or Meghan Turner in 3013 EB I.</li></ol>	
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Claimant's Signature/Date: \_\_\_\_\_

Supervisor's Signature/Date: \_\_\_\_\_