



ANTHROPOLOGY REIMBURSEMENT FORM

PLEASE USE THIS FORM FOR REIMBURSEMENT REQUESTS FOR AMAZON PURCHASES ONLY.

Please include itemized order receipts AND credit card statement showing actual amount charged.

DATE: _____ ACCOUNT TO CHARGE: _____

PAYABLE TO: _____

COST OF PURCHASED ITEMS: _____

SHIPPING & HANDLING: _____

SALES TAX CHARGED: _____ *

*If no sales tax was charged, be advised that the account from which the reimbursement funds are drawn will be charged the appropriate sales tax amount by Accounting for payment to the State.

DESCRIPTION AND PURPOSE OF EXPENSE:

ITEM(S)	PURPOSE/PROJECT

I certify that the above is a true statement, that the expenses claimed do not include alcohol and were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy.

Signature: _____ Print name: _____