

Division of Agricultural Sciences and Natural Resources



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Date: _____

Account Number to be Charged: _____

Pay to: _____

Amount of Purchase: _____

Person who Made Purchase: _____

Contact Phone: _____

Reason items were purchased: _____

(Please note that if this reimbursement was for a small group event (10 or fewer in attendance), you must list the names of attendees in your justification.)

Signature: _____

Please attach the original receipt (or copy if p-card charge) and any other documentation to help explain the purchase. (i.e., flyer for event, copy of obituary, agenda for meeting, etc.)