

Staple receipt here

Receipt Billing Information

Your name: _____

Circle one: Procurement Card Business Travel Personal card Check Cash

Is this a (circle one): Reimbursement Invoice / Bill Will appear on credit card statement

What items were purchased? _____

For what event and what use? _____

Which account should this bill be paid from? _____

If a reimbursement, please complete the following:

Social Security #: _____

Address: _____

Phone #: _____

Signature: _____

Comments / Special Instructions: _____
