Anthropology Reimbursement Request: Expenditure

Step 1: Initiate

Requestor Name:_____ **Banner ID:**_____ **Date:**_____

Vendor	Description	Total (Excluding Tax)

Grand Total $_____

Please tape all original receipts to one side of a 8 x 12 piece of paper and write your name at the top of each sheet. Please staple all sheets to a completed travel or expenditure request form. Requests submitted in my mailbox should be placed in an envelope. This will avoid loss of receipts or any delays in processing within the **15 business days for exenditure requests** per UNM policy. If you do not have original receipts please provide a memo following the procedure for lost or missing Receipt(s): http://www.unm.edu/~gacctng/lostr.html

***A detailed business purpose at to why the items were purchased and how this benefits UNM must be provided.
_____
_____

Provide funding source (ie. Index number, project title,etc.)_____

Step 2: Submit form to either Jennifer or JoNella for the respective approval(s)

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FOR INTERNAL ACCOUNTING ONLY:

The Purchase has been:

☐ Disapproved: ___No Funds Available ___Not a budgeted item
☐ Approved in the amount of: $_____ (Index#_____Account Code:_____)
                                                    $_____ (Index#_____ Account Code:_____)
  Accounting Office Approval:_____Date:_____
  Grant/Contract Responsible Person:_____Date:_____

Purchase type block:
☐Purchasing Card (P-Card) Charge   Date of Initial Purchase:_____
☐Direct Pay: DPEZ#**DZ**_____DPI# **I**_____
☐Requisition: #**R**_____UNM Dept (**one time**) UNM Dept (**Master**)
☐Purchase Order: #**P**_____Recieving Doc.: #**Y**_____

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