

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 **50 calendar days for expenditure 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 as 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)

FOR INTERNAL ACCOUNTING ONLY:	
The Purchase has been:	
<input type="checkbox"/> Disapproved: ___No Funds Available ___Not a budgeted item	
<input type="checkbox"/> Approved in the amount of: \$ _____ (Index# _____ Account Code: _____)	
<div style="text-align: right;">\$ _____ (Index# _____ Account Code: _____)</div>	
Accounting Office Approval: _____ Date: _____	
Grant/Contract Responsible Person: _____ Date: _____	
Purchase type block:	
<input type="checkbox"/> Purchasing Card (P-Card) Charge Date of Initial Purchase: _____	
<input type="checkbox"/> Direct Pay: DPEZ# DZ _____ DPI# I _____	
<input type="checkbox"/> Requisition: # R _____ UNM Dept (one time) UNM Dept (Master)	
<input type="checkbox"/> Purchase Order: # P _____ Recieving Doc.: # Y _____	