

## UUCLC Expenditure and Reimbursement Request

Please complete this form and attach to it (a) an invoice submitted for payment to a vendor or (b) a receipt for a purchase that you made to benefit UUCLC, for which you hereby request reimbursement. On the attachment, circle the amount of the expenditure.

Submit the completed form to the UUCLC Treasurer.

Product description/purpose: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sales tax may not be paid/reimbursed, because UUCLC is a tax-exempt organization.  
Copies of the tax-exemption certificate are available from the Treasurer.