Check Request Information Sheet/Non Entertainment

Name: 
Blank line

Address: 
Blank line

City/State/Zip: 
Blank line

Account/Fund to be charged: 
Blank line

Total to be reimbursed: 
Blank line

Authorized signature: 
Blank line

Original zero balance receipts are required for reimbursement. If you do not have zero balance due receipt a copy of the front and back of the cancelled check or credit card statement is required.

Receipts smaller than 8 1/2 x 11 need to be taped to a sheet of paper, do not use staples.

All foreign visitors must complete a Certificate of Academic Activity form and provide photocopies of their visa, passport, and I-94 card.