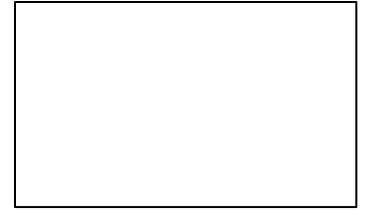


Treasury Approval



Financial office

Office of The

Tufts Community Union Treasury

GENERAL REIMBURSEMENT FORM

This form is to reimburse individuals for past purchases. This form must be turned in within 30 days of the expenditure with **ORIGINAL, ITEMIZED RECEIPTS** for every purchase listed below. Any forms accompanied by invalid documentation — such as invoices, order forms, or copies of receipts — will not be processed. **The TCU Treasury is not responsible for lost receipts; be sure to attach them well.** **No organization will be reimbursed for the state sales tax paid on expenses.** For purchases under \$50, a petty cash slip will be issued. These can be cashed at the Bursar's Office, on the 7th floor of Dowling Hall.

Check Payable To: _____ Tufts Student ID #: _____

Permanent Address: _____ Local Address: _____

City, State, Zip Code: _____ City, State, Zip Code: _____

Primary Phone: (____) _____ - _____ Primary E-Mail: _____

Organization Name: _____ DeptID: A901 _____

<u>Description</u>	<u>Amount</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
TOTAL:	_____

Detailed Reason For Purchase:

Signatory Name (Please Print): _____

Signatory Signature (Please Sign): _____ Date: _____

Signatories may not authorize their own reimbursements