

## ME4054 PETTY CASH REIMBURSEMENT FORM

For ME4054 design teams who have purchased items using their own money. Original receipts must be stapled to the form. Make a copy of the form and your receipts in case the system loses it. Have form signed by team treasurer and project advisor, then bring to course coordinator. Allow 3 weeks for check to issue. Reimbursement check will be sent to home address on the form.

Date \_\_\_\_\_ Project Name \_\_\_\_\_

Name and home address of person to whom check should be sent

Student/Employee ID number of person getting the check:

Signature of person getting the check:

Account Number: 530-3031 (Design Projects)

Justification of items purchased: Prototyping supplies for ME4054 project

### Items purchased (receipts must be attached)

Cost	Description
<b>Grand Total:</b>	

\_\_\_\_\_  
Team Treasurer signature

\_\_\_\_\_  
Project Advisor signature

\_\_\_\_\_  
ME 4054 course coordinator signature (faculty)