Reimbursement to UW Form for PERSONAL - or - PROCUREMENT CARD NON-VIOLATIONS

This form is used when a personal reimbursement or p-card non-violation reimbursement is required.

DO NOT PRINT THIS FORM - Please complete the form electronically.	
 Step 1: Download the form from the website Step 2: Complete the form in Adobe, save with changes Step 3: Sign electronically, share with next person Step 4: Open and save form, enter information and sign electronically 	Step 5: Email completed form and all related receipts to uwaccts@uwyo.edu for review. Incomplete forms will be returned.
Please make check payable to University of Wyoming. Cash is not accepted	ed.
Drop off or deliver through campus mail to: Accounting Office, Dept. 4330, Hill Hall, Room 520	
Today's date: Reimbursement requested by	
Department name	Department code
Expense report # Merchant name	
Reimbursement amount: \$	
Please include original charge account(s) used for reconciliation.	
Entity - Account - Fund Class - Fund Source - Org - Exp Class - Program - Activity - Future - Reimburse Amount Project - Org - Exp Type - Task - Reimburse Amount	
Detailed reason for reimbursement:	
Double reimbursement	
Sales tax	
Other	
PERSONAL REIMBURSEMENT Transaction Information	
Original payment method: ACH Check Original payme	nent amount: \$
ACH number ACH date	
Employee name Email	Phone
REQUIRED SIGNATURES	
Employee name Signature	e Date
Department Head name Signat	ature Date
P-CARD NON-VIOLATION Transaction Information	
Last 4 digits of Card Transaction date	Transaction amount: \$
Cardholder name Cardholder Email	
REQUIRED SIGNATURES	
Cardholder's name Signature	e Date
Approving Authority's name Signat (Department Head, Director, Dean, Vice President, President)	ature Date

If you have any questions regarding this form or the process, please contact <u>uwaccts@uwyo.edu</u> or call 307-766-3032.