CHECK Request

DOC #

TODAY'S DATE		
Your Name:	**EMPLOYEE ID / STUDENT ID**	
HOME Address:		
City:	**State:**	**Zip:**
Telephone:		

1) **TAPE** receipts to separate pieces of paper; 2) if not obvious, please enlighten us as to the nature of the expense (i.e. books, supplies, etc.); and 3) explain the purpose of the purchase

REIMBURSABLES:

ACCOUNTS TO BE CHARGED / DESCRIPTION OF PURCHASE	TOTAL	FIS ONLY

NOTE: Washington University **does not** reimburse Missouri Sales Tax except on Social Expenses;

SOCIAL EXPENSES (MUST HAVE DEAN LEVEL APPROVAL) and Itemized Receipts REQUIRED

ACCOUNTS TO BE CHARGED	FOOD Amount	ALCOHOL Amount	TAX Amount	ATTENDEES first & last names