

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.*

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 payment amount: \$ _____

ACH number _____ ACH date _____

Employee name _____ Email _____ Phone _____

REQUIRED SIGNATURES

Employee name _____ Signature _____ Date _____

Department Head name _____ Signature _____ 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 _____ Date _____

Approving Authority's name _____ Signature _____ Date _____

(Department Head, Director, Dean, Vice President, President)

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