



Department of

# PARKS, RECREATION AND TOURISM MANAGEMENT

## NON-TRAVEL PURCHASE REQUEST/ REIMBURSEMENT FORM

\*CHECK THE FOLLOWING THAT APPLY

### PURCHASE REQUEST

### REIMBURSEMENT

**PRTM**

**Leisure Skills**

**Summer Scholars**

**OLLI**

Requested By: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Supplier: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Items/Service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Purpose/Use of Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account Type: \_\_\_\_\_ Project Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Comments: \_\_\_\_\_

\* After the box appears on the left click  to add attachments.

\*I certify that the above expenditures were made by me for official use only and that claim for reimbursement has not been made.

Requester: \_\_\_\_\_

Director: \_\_\_\_\_

Chair/PI: \_\_\_\_\_

Business Office: \_\_\_\_\_

PI: \_\_\_\_\_