

UGA  
School of Forestry and Natural Resources  
Cash Reimbursement Form

1. Fill in **ALL** of the following information for Reimbursement of a purchase.
2. You must **TAPE** all receipts, smaller than page size to a large piece of paper. Be sure that it can be run through a scanner for processing. If receipts not taped, this form and receipts will be returned to you to fix.

**Name:** \_\_\_\_\_

**SS#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Account#:** \_\_\_\_\_

\_\_\_\_\_

**Account Name:** \_\_\_\_\_

\_\_\_\_\_

**Total amount:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Items Purchased:**

_____	_____
_____	_____
_____	_____
_____	_____

**Reason for Purchase:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_