

# Supply Reimbursement

**\*\*Please attach all original receipts and return to the Business Office\*\***

[businessoffice@gsm.ucdavis.edu](mailto:businessoffice@gsm.ucdavis.edu)

I, \_\_\_\_\_ declare that:  
I distributed my personal monies and/or made an unauthorized purchase on behalf of The Regents of the University of California as follows:

Today's Date:

Reimbursement to:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

E-mail Address:

Reimbursement Amount:

Account(s) to be Charged:

Description of the Item and Purpose:

Please explain your reasoning for not making your purchase through the Business Office and/or IT Department, etc.:

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_